A. Purpose

To establish standards and procedures relative to graduation.

B. Responsibility

1. It is the responsibility of the student who expects to complete the requirements for a degree or diploma to submit a petition for graduation.

2. The divisional dean will certify to the Director of Student Registration and Records the eligibility of the graduate.

3. The Director of Student Registration and Records is responsible for planning and directing the graduation ceremony. The Director is also responsible for permanent records which will be the official source for establishing eligibility of students for graduation.

C. Procedures

1. Students are expected to complete and submit their petition to the divisional dean or designee for graduation.

2. The divisional dean or designee will approve or deny the student's request for graduation.

3. The student will complete the petition process by:

   a. meeting with a member of the Office of Cooperative Education and Student Employment about employment after graduation

   b. paying the required fee at the Business Office

   c. clearing any outstanding debts with the Business Office

   d. returning the completed petition to the Office of Student Registration and Records

4. All graduation petitions are maintained in the Office of Student Registration and Records until after the petition deadline.
5. The Office of Student Registration and Records will order degrees and diplomas through the Bookstore.

6. The Graduation Committee is responsible for assisting in planning and directing the commencement program.

7. Reception: A reception may be given at the close of the commencement exercise in honor of the graduates.

8. Certificates: Certificates are not awarded through the formal graduation process. Students receiving a certificate should complete a form in the divisional dean's office. Certificates are printed once a month and mailed directly to the student. There is no charge for a certificate.

9. Marshals: The top twenty degree-seeking students with at least 36 hours and the highest GPA are eligible to serve as marshals. Marshals perform various duties including distributing programs, seating guests, and assisting graduates.

10. Honor Graduates: Students with a grade point average of 3.8 or above on all work completed at Gaston College are eligible for a degree or diploma with high honors. High honor graduates wear gold honor cords. Students with a grade point average of 3.5, but below 3.8 on all work completed at Gaston College are eligible for a degree or diploma with honors. Honor graduates wear burgundy honor cords.