

# Wiregrass Georgia Technical College

## Graduation Requirements and Information

**To be eligible for graduation, please make certain that the following requirements have been met. It is the student's responsibility to meet with advisor and apply for graduation:**

1. **To graduate:** Complete an Application for Graduation Form upon advisement for the last semester prior to completion of your program. **A graduation application must be received for you to be graduated, awarded on your academic transcript and to receive a diploma, degree or technical certificate.** This form is FREE.
2. **To participate/walk in a ceremony:** Diploma and Degree graduate candidates that plan to participate in a commencement ceremony – please complete the Commencement Participation Form and pay the \$35.00 participation fee in a local WGTC Bookstore by the publication deadline.
3. Complete all courses with a “C” or better and meet the required credit hours as prescribed by each department and per the catalog (curriculum) in effect the semester you were admitted into program. *Students who have a break in enrollment will be entered under a new catalog term.* Course substitutions must be approved by the program coordinator, academic dean, or vice president of academic affairs.
4. Some courses are subject to a 5-year expiration date. These courses must be less than 5 years old based on the date and term you were admitted into program (without a break in enrollment).
5. Have a cumulative GPA (grade point average) of 2.0 and be in good standing. Students that have a Graduation GPA (average of all courses specifically applied toward your graduation for the major) of 3.66 will graduate with honors.
6. Complete at least 25% of quarter/semester hours in residency at Wiregrass Georgia Technical College.
7. Satisfy all financial obligations to the college and reconcile any holds.
8. Complete the Alumni and Placement Follow-Up Survey. Please see Alumni and Placement Follow-Up Survey link on Graduation Services page. May be printed, completed and submitted with graduation application.

### **Graduation Information**

#### **Cap and Gown**

Caps and Gowns will be picked up at the time commencement participation fee is paid in a WGTC Bookstore.

**Cords and Medallions (Cords will be verified by authorized staff and disseminated at graduation).**

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- **Blue Cords** – GOAL Students
- **Gold Cords** – Honor Graduate (Graduation GPA of 3.66 or better) (Calculation based on graduation GPA at the time of the commencement ceremony. Ceremonies held on the last day of the semester will be calculated using last terms grades, as current terms grades may not be available for review.) Graduation GPA is calculated on course grades that apply directly to program, it is not the same as your overall cumulative GPA that displays on Ban Web.
- **Green/Yellow** – Student Leadership Council Member
- **Medallions** – National Technical Honor Society Members (Cumulative GPA of 3.66 or higher – this is calculated based on all grades in academic history at Wiregrass)

### **Technical Certificates, Diplomas and Degrees**

When all graduation requirements have been met, your technical certificate, diploma or degree will be mailed to you. Awards are mailed approximately one month after the end of each semester. Publication deadlines are posted above. Applications received after these dates may cause a delay in the printing and mailing of your credential. Reprints of diplomas are printed once a month at the end of each month

### **Publication Deadlines**

Applications received after the dates below may not be listed in the commencement publications and may experience a delay in the receipt of their credential. Diplomas and degrees are printed once per month and cannot be printed through the Registrar's Office.

**Spring Semester: March 16, 2012**

### **Reprint of Degrees**

A \$10 fee is required to request a reprint of your certificate. A \$25 fee is required to request a reprint of any Diplomas or Degrees. Reprints are printed once per month and mailed. Please insure that your address is correct in Ban Web. Unless alternate arrangements are made, credentials will be mailed to the address in Ban Web. [Link to Diploma Replacement Form](#)

### **Commencement Dates for FY 2012 – Fall Semester 2011 – Spring Semester 2012**

**Spring Semester – May 4, 2012, 10:00 am. On the quad at the Ben Hill- Irwin Campus of Wiregrass Technical College. *Future ceremony dates will be published as determined by college leadership.***

**The information listed on this application can also be found on the Wiregrass Georgia Technical College website at [www.wiregrass.edu](http://www.wiregrass.edu).**