



Medical College of Georgia

Academic, Research, and
Student Affairs
Policy Library

Requirements for Graduation & Participation in Commencement Policy

Policy 4.11

Volume 4 Enrollment
Management
Chapter 11 Requirements for
Graduation & Participation in
Graduation Policy
Responsible Office: Registrar
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Policy Statement

Students must meet all graduation requirements to receive a degree or certificate from the Medical College of Georgia. Undergraduate students also must meet requirements established by the Board of Regents of the University System of Georgia. These requirements can be found in the Board of Regents Policy Manual, section 303.01, Core Curriculum. This policy also describes the requirements for participation in commencement.

Requirements for graduate, medical, and dental degrees are stated in the Medical College of Georgia catalog under the sections for the [School of Medicine](#), [School of Dentistry](#) and [School of Graduate Studies](#). Additional requirements for baccalaureate degrees are also stated in the Medical College of Georgia catalog under the sections for the [School of Allied Health Sciences](#) and the [School of Nursing](#).

The faculty of each school recommending a candidate for a degree is required to ensure the candidate has met all requirements for the degree to be conferred. Every candidate for a baccalaureate degree at the Medical College of Georgia must earn a minimum of 30 semester hours in residence (see definition, pg. 2). Candidates for a one-year certificate or a post-masters certificate must earn a minimum of 15 hours in residence.

All financial obligations to the Medical College of Georgia must also be met prior to graduation.

Reason For Policy

This policy was established to ensure a clear understanding of the requirements for both graduation and participation in commencement at the Medical College of Georgia.

Entities Affected By This Policy

All students enrolled in degree or certificate programs at the Medical College of Georgia are affected by this policy.

Who Should Read This Policy

All students enrolled in degree or certificate programs at the Medical College of Georgia and the faculty who teach in these programs should understand this policy.

Contacts

Contact	Phone	e-mail/URL
Registrar	721-2201	registrar@mcg.edu http://www.mcg.edu/students/Registrar/

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p411.pdf>

Related Documents

Board of Regents of the University System of Georgia Policy Manual:

<http://www.usg.edu/regents/policymanual/300.phtml>

Medical College of Georgia Academic Regulations:

<http://www.mcg.edu/students/Registrar/regulations/graduation-requirements.html>

School of Dentistry Academic Progress Policies: Graduation:

<http://www.mcg.edu/sod/policies/graduation.html>

School of Medicine Student Promotions Committee Policies and Procedures:

<http://www.mcg.edu/som/redbook.pdf>

School of Graduate Studies:

<http://www.mcg.edu/GradStudies/students.htm>

School of Allied Health Science (Graduate Programs Section):

<http://www.mcg.edu/SAH/index.html#>

School of Nursing:

<http://www.mcg.edu/son/programs.htm>

Definitions

These definitions apply to these terms as they are used in this policy:

In Residence

Course taken for which matriculation/tuition fees are paid to the Medical College of Georgia

Overview

Students must meet all graduation requirements to receive a degree or certificate from the Medical College of Georgia. Each program sets its graduation requirements, and undergraduate students have Board of Regents' requirements as well. The undergraduate candidate must meet the Regents' Test of Reading and Writing requirement as well as the four required Legislative Exams.

All financial obligations to the institution must be met prior to graduation.

Process/Procedures

Requirements for Graduation with a Baccalaureate Degree from the Medical College of Georgia

- The University System of Georgia requires that each student receiving a bachelor's degree from a state-supported college must have successfully completed the Board of Regents Testing Program Examination Requirement as well as the four required Legislative Exams (section 303.04 of the Board of Regents Policy Manual). If these requirements are not met prior to enrollment in the program at the Medical College of Georgia, the tests will be administered by the Registrar's Office.
- An undergraduate degree shall not be conferred on any person whose overall grade point average (for courses in residence) is less than 2.0. Credit hours in courses with the grade of D shall not exceed 20 percent of the total hours (including transfer hours) used as credits for a degree. Individual curricula may establish higher standards for achievement, in which case the higher standards shall apply.

Requirements for Graduation with a Professional or Graduate Degree from the Medical College of Georgia

- The School of Dentistry and the School of Medicine specify their degree requirements. These requirements can be found at the URLs listed in the Related Documents section of this policy.

Requirements for Graduation & Participation in Commencement Policy

- The School of Graduate Studies, School of Allied Health Sciences, and School of Nursing also specify the requirements for the graduate degrees offered by those schools. These requirements can be found at the URLs listed in the Related Documents section of this policy.

Application for Graduation

- Applications for Graduation are distributed by the Registrar's Office to the various programs, which will distribute the application to the students.
- Graduation applications are initiated in early Fall semester for anyone with an expected graduation date for the upcoming calendar year.
- The School of Medicine candidates receive their applications via GroupWise e-mail from the Registrar's Office.
- The application for graduation must be completed by each student and returned in batch to the Registrar's Office. School of Medicine students submit their completed applications individually.
- Each program submits a letter to the Registrar's Office confirming that students have met all requirements for the degree.

Commencement

Only those students who have completed requirements for the degree by the date of Spring graduation will be allowed to participate in commencement exercises and to have their names listed in the program. Exceptions to this policy may be made for:

- Students who are expected to complete requirements within a few weeks following commencement. Participation in the Commencement ceremony is permitted only upon the recommendation of the academic Dean. The student will receive a mock diploma in the commencement ceremony.
- Students enrolled in an academic program with a restrictive curriculum that provides completion of requirements only after the Spring graduation but before Dec. 31 of that year. All academic major areas under these guidelines must be approved for special graduation participation by the academic Dean. Only an academic major area can be approved, not an individual. The student will receive a mock diploma in the commencement ceremony. The students who are on track to graduate in Summer (August) or Fall (December) semester will have their expected graduation date listed by their name and a footnote explaining the special circumstances of his/her participation.
- Students who completed requirements in the previous year but were not listed in the commencement program and were not allowed to participate in the ceremony may participate and be listed in the program with the approval of the academic Dean.

Graduation Date

- For on-track students completing requirements in May, August or December, the posted graduation date for that term will be on the diploma.
- For off-track students completing requirements in May, August or December, but after the posted May, August or December date, the graduation date will be the last business day of May, August or December.
- For off-track students completing requirements in June there are two possible graduation dates – June 15 and June 30 (or the last business day prior to each of those dates).
- For off-track students completing requirements in January, February, March, April, July, September, October or November, the graduation date will be the last business day of the month.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 4.11, Requirements for Graduation & Participation in Graduation Policy, are:

Registrar's Office	Distribute Graduation applications
Academic Programs	Distribute Graduation applications, collect from students, and return to Registrar's Office Verify student has met all academic requirements
School of Medicine graduating students	Return graduation applications directly to Registrar