

PROCEDURE

Number: 53-28
Title: Graduation Application
Responsibility: Student Services
Original Approval Date:
Last Cabinet Review: 7/8/2025
Last Revision: 7/8/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: 50-27 Academic Standards

Other:

Procedure Description

Purpose

To establish a standardized process for Florence-Darlington Technical College students to apply for graduation, confirm degree eligibility, and participate in the annual commencement ceremony, regardless of credential type (associate degree, diploma, or certificate).

Procedure

1. Advisement and Graduation Eligibility

- Students must first meet with their academic advisor to assess progress toward program completion and ensure all program requirements have been met or are in progress for the final semester.
- The academic advisor will help confirm whether the student qualifies to apply for graduation.

2. Graduation Application Submission

- All students must submit a **Graduation Application**, whether or not they intend to participate in the commencement ceremony.

- Students should complete the Graduation Application online via **Student Self-Service** at <https://my.fdtc.edu>.
 - Online applications **do not** require a physical signature.
- A **graduation fee** is required at the time of application submission.
 - Students submitting a paper application must provide proof of payment from the Business Office (signature or receipt).
- Graduation application deadlines are published by the **Registrar's Office** each semester. Applications submitted after the deadline may delay the awarding of the credential.

3. Administrative Degree Audit Process

- The Registrar's Office compiles a list of prospective graduates each semester.
- The **Registrar or designee** will:
 - Review the student's academic record.
 - Complete the **Graduation Audit** form.
 - Submit any required **Graduation Course Substitution Forms request to the faculty**.
- Once received, the **Registrar's Office** will:
 - Review the completed audit and verify final semester enrollment and GPA requirements.
 - If approved, the Registrar records the graduation semester and academic honors (if applicable).
 - If not approved, the Registrar notifies the student to consult with their academic advisor.

4. Participation in the Graduation Ceremony

- FDTC hosts **one graduation ceremony annually** in May, following the conclusion of the spring semester.
- Students who anticipate graduating in **summer** may participate in the May ceremony if they have no more than **12 credit hours remaining**.
- Students must submit a Graduation Application to participate in the ceremony.
- **Cap and Gown:** Students must reserve their cap and gown through the **FDTC Campus Bookstore** no later than **March 1**.

5. Degree Conferral

- Degrees, diplomas, and certificates are **not issued** at the graduation ceremony.
- Credentials are ordered and awarded only after all academic requirements are met and verified.

- Submitting the Graduation Application is required for credential issuance, regardless of participation in the ceremony.

6. Continuing Education (CE) Students and Commencement Participation

Continuing Education (CE) students are eligible to participate in FDTC's annual **commencement ceremony**, provided they meet the participation requirements outlined below:

- **CE students do not earn academic degrees, diplomas, or certificates** associated with undergraduate credit-bearing programs and will not receive such credentials from the College.
- CE students who wish to participate in the commencement ceremony must submit a **Commencement Participation Form** to the Registrar's Office.
- A **non-refundable participation fee** is required and must be paid at the time of submission.
- CE students are responsible for reserving their **cap and gown** through the FDTC Campus Bookstore no later than **April 21**.
- CE participants will be recognized during the ceremony, but will not have degree information printed or conferred.

7. Records Retention

The Registrar's Office retains:

- The completed Graduation Application.
- Degree Audit forms.
- Any supporting documentation (e.g., course substitutions).

These records are maintained in accordance with the **South Carolina General Records Retention Schedule**.