



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

### **EGC-1 Timely Graduation Processing**

**APPROVED:** April 22, 1980      **REVISED:** July 13, 2012  
**Year of last review:** 2021  
**AUTHORIZING BOARD POLICY:** EGC

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Executive Director of Outreach and Transitions Services

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**OBJECTIVE:** To assure timely graduation by identifying and graduating students during the term in which they complete their degree/certificate requirements.

#### **PROCEDURE:**

##### **General:**

The Texas Higher Education Coordinating Board requires that students receive academic counseling concerning timely graduation in addition to timely graduation reporting by the institution. In order for a student to graduate from El Paso Community College (EPCC), the following conditions must be met:

1. Course work from all previous institutions, standardized testing, advanced placement, military and other professional training, articulation and non-traditional education and experience must be evaluated for award of credit. These evaluations should be accomplished during admissions to EPCC and/or immediately upon completion of the training or testing event and not delayed until the semester of graduation.
2. Students must have met EPCC's institutional residency requirement that 25% of courses toward the degree must have been taken at EPCC.
3. Completing a declared current active degree plan or one that has expired within the previous five (5) years. The student must have attended during at least one term while the degree plan is or was active. Counseling Services provides academic advising concerning timely accomplishment of degree requirements and course schedule planning.
4. The cumulative grade point average (GPA) must be at least 2.0; the average of courses within the degree plan must also be a minimum of 2.0, and the student cannot be on academic suspension during the semester of graduation.
5. In-progress course work from the University of Texas at El Paso (UTEP) completed during the graduation semester will be accepted for graduation purposes. In progress course work needed for degree completion from other institutions (other than UTEP) must be completed, official transcripts received, and the evaluation of transfer credit completed prior to graduation from EPCC. Graduation from EPCC will be official at the end of the semester in which the transfer credit is actually articulated/awarded.

##### **Process:**

- I. After the census date each semester, the Office of Admissions and Registration will audit all enrolled student records to determine eligible graduate candidates.
  - A. Identify enrolled students who have satisfied their degree/certificate requirements.
  - B. Verify that the student has satisfied EPCC degree residency requirements.
  - C. Verify that the student maintained a 2.0 or "C" average for courses applicable to the degree plan.
  - D. Ensure that all supporting documentation for exceptions, including approved petitions and official evaluations, are in the student file.
  - E. Notify graduate candidates of eligibility to graduate by the 4th week of the semester and invite them to the commencement ceremony.

- F. Verify other students' eligibility for graduation upon requests directly to the Admissions and Registration Office.
- G. All grades will be verified at the end of the semester. Diplomas will be mailed to students satisfying the degree. Students not satisfying the degree requirements will be directed to Counseling Services.

II. Student's Responsibility:

- A. Graduate Candidate students will respond (RSVP) to the invitation notice received from the Admissions and Registration Office, verifying attendance at the commencement ceremony and mailing address for receipt of their diploma.
- B. Students who believe that they are eligible for graduation, but did not receive an invitation/notice to commencement, will verify their declared major and conduct a degree audit using EPCC Student Self-Serve. If the self-audit indicates they have completed their declared major, they will contact the Admissions and Registration Office.
- C. Students who are not completing their degree/certificate requirements during the current semester should seek academic advisement prior to enrolling the following term to ensure that courses will pertain to their degree.

III. Counseling Services will:

- A. Provide to students, from the time of admission to the College, on-going academic advising services concerning timely graduation requirements, including reviewing student academic history against degree requirements and advising how to meet remaining graduation requirements.
- B. Coordinate with the Office of Admissions and Registration, as necessary, to resolve discrepancies.
- C. Assist students in filing an appeal for graduation to the appropriate Dean of Instruction when appropriate.

IV. Commencement Ceremony Participation

- A. Participation in graduation/commencement ceremonies is restricted to students completing their degree/program requirements during that semester. Since there is not a Summer Commencement Ceremony, Summer graduates may participate in the Fall Commencement Ceremony.
- B. Although a public publication, the commencement program is used for the conduct of the ceremony only, and is not an official notice that any of the students listed have actually completed all requirements of the degree and that the diploma was conferred. Students who have a requested restriction of their directory information will not have their names appear in the commencement program.