

Commencement Participation Policy

It is the policy of the University of South Carolina Beaufort that students participating (i.e., “walking”) in the commencement ceremony have completed or can reasonably complete outstanding degree requirements in a timely manner.

Participation in commencement does not signify degree conferral. Commencement is a ceremony conducted in anticipation of meeting all degree requirements. The University of South Carolina Beaufort holds a commencement ceremony once a year, at the end of each Spring term.

Diplomas are not awarded at the commencement ceremony. Degree conferral signifies official recognition of degree completion and occurs after the commencement ceremony. Upon receipt of grades and verification that outstanding university and program requirements have been met, the degree is awarded. The official transcript will indicate the degree conferral date and a diploma will be awarded.

Students who anticipate graduating are required to complete the *Graduation Application* in Self-Service Carolina. The application is available three times a year, in anticipation of graduation each Spring, Summer or Fall term. The Registrar publishes deadlines for receipt of the form. Upon receipt, the Registrar initiates a graduation “pre-check”.

The “Pre-Check” verifies eligibility to participate in the commencement ceremony. Students are provisionally approved to participate in the commencement ceremony under the following circumstances:

- a. Student is expected to complete all degree requirements by the end of the current academic term.
- b. Student has 12 credits or fewer remaining after completing coursework in the current academic term.
- c. Student has completed degree requirements in the summer or fall term preceding commencement, and has not previously participated in a commencement ceremony.

Students with 13 or more credits to complete after finishing their current coursework will not be eligible to participate in commencement. Students who are determined to be ineligible are required to re-apply in the next term the student is expected to be eligible.

Students have the option to appeal for permission to participate in commencement, utilizing the USCB *Commencement Participation Appeal* form. Appeals must be filed no later than **March 30th**. Incomplete or late forms will be rejected.

Appeal Process

Level 1

Upon notification of denial from the Registrar, the student may appeal this decision by completing the USCB *Commencement Participation Appeal* form and submitting it to the Department Chair for consideration. Student will be notified within five (5) business days via written notification to the student and Registrar of the decision.

Level 2

In the event the student disagrees with the Chair’s decision, the student may appeal to the Dean of the School for permission to participate in commencement. Student will be notified within five (5) business days via written notification to the student, Registrar and Department Chair of the decision.