



College of The Albemarle Procedure

Procedure Number: 3-8.1P

Pages: 1 of 2

Title: Degree Requirements/Commencement

Related Policy and Procedures:

Division of Responsibility: Division of Learning

October, 1994; February, 2003;

October, 2011

October, 2017

January, 2021

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision

College of The Albemarle shall adhere to the policies and procedures of the North Carolina Community College System as described in State Code D 400.6 Curriculum Program Approvals and Terminations.

College of The Albemarle shall develop a procedure outlining the graduation requirements for students to receive an associate degree, diploma or certificate.

Administrative Responsibilities

It is the responsibility of the Vice President of Learning in conjunction with the Academic Deans to review and revise this Procedure.

PROCEDURES

A. Degree requirements

The administration and faculty adhere to the standards of the State Board of Community Colleges in the requirements for degree completion from College of The Albemarle.

A student who is enrolled in any program of the college in accordance with the admission policies of College of The Albemarle, applicable State Board of Community College regulations, and Department of Public Instruction rules may receive the earned certificate, diploma, or degree upon completion of the program requirements regardless of the student's prior receipt of a high school diploma or equivalent. Specific program requirements for completion are described in the catalog.



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B. Commencement Exercises

Commencement exercises for curriculum programs are held at least once a year.

All full-time faculty and professional staff are expected to participate in the exercises and wear full academic regalia. Instructional personnel who encounter situations that make it impossible for them to attend must request prior approval of their absence from the Vice President of Learning.

Students are eligible to participate in the commencement exercises if they have completed their degree requirements. All eligible students must complete an Application for Graduation.

Commencement exercises for Adult High School (AHS) and the High School Equivalency Program – HSE are held once a year. All full-time Career and College Readiness employees are expected to attend. Other professional employees are encouraged to attend.