



## **School of Applied Technology Graduation Policy and Procedure**

### **POLICY**

Only students who have successfully completed a Certificate program are allowed to participate in Salt Lake Community College graduation ceremony. Exceptions to the policy will only be authorized by the SAT Assistant Registrar or Graduation Supervisor.

The School of Applied Technology Assistant Registrar will coordinate with the Graduation Office and Institutional Research to generate lists of program completers. Students who are eligible for Commencement will receive an e-mail invitation that will be sent to their BruinMail account. The invitation is an interactive form that will allow students to RSVP and indicate the number of guests they are planning to invite.

Students whose names do not appear on the final graduation lists but have completed training before the graduation ceremony will be mailed invitations. Students who do not complete training in time for inclusion on the final graduation list will not be listed in the graduation program until the following academic year. Students must complete all requirements for their certificate no later than one week prior to graduation. There will be no exceptions made to this policy.

### **PROCEDURE**

- Graduation Supervisor coordinates with School of Applied Technology Assistant Registrar timelines for mailings and publication of graduation program.
- Assistant Registrar coordinates with Institutional Research the data required and timelines.
- School of Applied Technology Assistant Registrar generates three graduation lists to ensure that students who complete at various times are captured.
- School of Applied Technology Assistant Registrar provides the final list to the Graduation Office.
- The Graduation Office mails invitations to students.
- School of Applied Technology Assistant Registrar will mail invitations to students who complete after the final graduation list and before the one-week deadline.
- Students who missed final report deadlines for the graduation program will be captured in the following year's reports and program.