TABOR COLLEGE GRADUATION POLICIES

Applying to Graduate

An Application for Degree form must be submitted to the Registrar's Office at least six weeks before the date the degree is to be awarded. Diplomas will be issued to students upon completion of all requirements and after approval of the faculty and Board of Directors in February, May, or October.

Who may participate in Commencement Exercises?

Participation in the Commencement exercise is defined as a privilege in that it symbolizes completion of a course of study at Tabor. Students who receive their degrees in May are encouraged to participate in the commencement program for the conferral of the degree.

Students who had degrees conferred earlier in the year are eligible to participate in the symbolic awarding of degrees at the Commencement exercise. In addition, **undergraduate students** may participate in the May Commencement if at that time they have obtained a GPA of 2.0 and have no more than twelve hours of deficiency* provided they have filed an APPROVED PLAN to complete all remaining requirements. The plan must be approved by the TCW Academic Advisor and the Registrar. One exception to the 12-hour policy allows students to participate if they have met all graduation requirements except modules of their original cohort's program of study which are scheduled to be completed in summer term following graduation providing the student has no other deficiencies.

Graduate students: Students in the graduate program must have all degree requirements completed before they can participate in Commencement.

BOARD APPROVAL POLICY

- Students can be approved by the Board in **October** if the only remaining requirements are In Progress at Tabor and will be completed during Fall Semester so that degrees can be awarded at the end of Fall Semester.
- Students can be approved by the Board in **February** if they have completed all requirements at that time.
- Students can be approved by the Board in **May** if they have less than 13 hours of coursework needed after Commencement or if they meet the exception as outlined above.

*What is counted in the twelve-hour deficiency limit?

1. Any hours not graded or graded Incomplete at the time of Commencement .
2. Life-learning papers and PSTs for which the evaluation is not complete.
3. Any hours not documented as being enrolled or completed either at Tabor or another institution. (If a student has provided a copy of the registration for a course(s) at another institution in a semester which ends prior to Commencement, it will not be counted toward the 12-hour limit.)
1. Any credit hours which will be taken following Commencement.

Deadlines for Graduating Students:

1. Life-learning papers and PSTs must be submitted by **December 1** for students planning to graduate in May.
2. The approved deficiency plan must be submitted to the Registrar's Office by March 15 in order to be approved by the faculty and Board prior to Commencement.
3. Official transcripts for transfer courses taken elsewhere prior to Commencement must be received by Thursday noon prior to Commencement in order to receive a diploma at Commencement. Students should fill out a transcript request form prior to the end of the semester at the college attended.

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Diplomas

Diplomas will be given at Commencement to those students who have ALL requirements completed and grades submitted by Thursday before Commencement unless the student has a balance on his/her account.

Diploma covers will be given to everyone participating in Commencement, but the signed diploma will be withheld for students who have any deficiencies (e.g., an Incomplete in a course, transfer courses not documented, grade below C- in the major, etc.) and for students whose account is not paid in full.

After students have been approved by the Board, degrees will be conferred at the first conferral date following completion of requirements. Diplomas will be mailed at the time that the degree is conferred. Conferral dates are the 15th of the month in December, February and August and the date of Commencement in May. If a student has completed the degree and needs verification prior to the next conferral date, a letter of verification will be provided.

If degree requirements are NOT completed within one year of Commencement and the student later completes requirements, the student will need to submit a Diploma Order Form along with a $25 fee if a diploma is desired. The degree will be posted on the transcript even if a diploma is not requested.

Graduation Honors

To encourage scholarship and recognize successful college work, the faculty has established the Honors at Graduation system based on 56 or more **letter-graded hours** (also called GPA hours) **at Tabor** as follows: Cum Laude, 3.500-3.699; Magna Cum Laude, 3.700-3.849; Summa Cum Laude, 3.850-4.00.

Transfer students who do not meet the 56-hour minimum requirement will be considered for honors according to the following policy:

> A cumulative college GPA will be calculated using all credit hours taken at regionally-accredited institutions including hours taken at Tabor. Credit earned that was not considered degree credit will be excluded. If the cumulative GPA meets the criteria, the student will be awarded honors. However, honors will not be granted for a cumulative GPA higher than that earned at Tabor College.

Students who have a resident GPA at the appropriate level for honors at the time of Commencement will be recognized with honors at Commencement provided they are enrolled in enough hours in the subsequent summer term to reach the 56-hour threshold. Honor cords are distributed as the student crosses the stage at Commencement.

Commencement honors are not considered official. Official honors will not be recorded for the student until the degree is earned and all requirements for honors are met.

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