

Pennsylvania College of Technology

Procedure Statement

Title: Graduation Requirements

Number: PR 4.11

Approved by:
Presidential Action

Approved Date: 12/2001
Implementation Date: 12/2001
Last Review Date: 11/2024
Last Revision Date: 11/2024

Persons/Departments Affected:
All Students; Registrar's Office

Responsible Department:
Registrar's Office

Definitions:
Degree progress audit: visual representation of student's progression toward enrollment completion.

Procedure:

- I. For a student to receive a printed diploma, the student must "petition to graduate" through the Registrar's Office.
- II. When a student attempts to petition, the Registrar's staff will evaluate the student's profile to assure that all requirements have been completed or are currently in progress to be completed.
- III. During the petitioning process, the Registrar's Office will collect the following information:
 - A. Correct spelling of the student's name and contact information.
 - B. Confirm their major(s).
 - C. Confirm their minor(s) (if appropriate).
 - D. Confirm their immersion(s) (if appropriate).
 - E. Confirm intention to participate in commencement ceremony.
- IV. Once the semester is completed, the Registrar's Office will review the student's degree progress audit(s) and verify that all degree requirements have been satisfied for the petitioned major(s). Once degree is verified, a printed diploma is sent to the student.

- V. When a student fails to meet graduation requirements, the Registrar's Office will notify the student in writing. The student is given the options for completing the remaining requirements in the notification.

Revision History:

Date: 11/2024 Changed language from "profile" to "degree progress audit" due to student information system conversion.

Date: 08/2023 Review only; no changes

Date: 02/2022 Added language to address immersions

Date: 10/2020 Added language to address process if student fails to meet graduation requirements

Date: 09/2017 Review only; no changes

Date: 02/2014 Updated to reflect actual practice in terms of what information is verified during petitioning.

Date: 12/2001

Cross References:

Graduation Requirements Policy, [P 4.11](#)