



POLICY TITLE

Graduation, Commencement and Academic Honors

POLICY NUMBER

1-4105

Responsible Office: <i>Registrar</i>	Effective Date: <i>12/18/2023</i>
Responsible Official: <i>Provost/Vice Chancellor for Workforce and Student Development</i>	Last Reviewed Date: <i>11/15/2023</i>
Policy Classification: <i>Academics, Workforce, and Student Development</i>	Origination Date: <i>11/15/2023</i>

I. POLICY STATEMENT

Baton Rouge Community College (BRCC) has established the graduation requirements for those students receiving an academic award at BRCC or via Reverse Transfer. BRCC has also established the requirements to participate in Commencement for those students who have met all requirements to earn an academic award as well as for students who have attempted but not successfully completed one course in their academic program the semester of Commencement. BRCC awards Academic Honors to students based on their cumulative grade point average (GPA).

II. POLICY RATIONALE AND SCOPE

The purpose of this policy is to inform students enrolled in credit courses of the graduation requirements for an academic award, as well as the requirements to participate in Commencement. This policy also outlines the Academic Honors that students can receive at Commencement.

III. POLICY AUDIENCE

This policy applies to all students pursuing an academic award.

IV. POLICY COMPLIANCE

Failure to adhere to this policy will result in inaccuracies with student academic records and the issuance of incorrect academic awards.

V. POLICY DEFINITIONS

Commencement: A ceremony in which students completing an academic award are recognized

Academic Award: Refers to an associate degree - Associate of Arts (AA), Associate of Science (AS), Associate of Applied Science (AAS) or a non-degree award - Career and Technical Certificate (CTC), Certificate of Technical Studies (CTS), Certificate of Applied Science (CAS), Technical Diploma (TD)

Associate degree: An academic award with either a limited (AAS) or significant (AA, AS) General Education component designed to prepare students for immediate employment or career entry, but which also may serve as preparatory education for transfer to a related baccalaureate program.

Graduate: Completion of an academic award.

Non-degree award: An applied, technical academic award without (TD, CTS, CTC) or a limited (CAS) General Education component designed to prepare students with technical competency in a specific area or field.

Reverse Transfer: The transfer of college credit from a bachelor's degree granting institution to an associate degree granting institution where the student was previously enrolled. Transfer of sufficient credit for completion of an associate degree results in awarding the associate degree to the student by the associate degree-granting institution. Transfer credits have no expiration date.

VI. POLICY IMPLEMENTATION PROCEDURES

BRCC will automatically confer any academic award for which a student completes all of the graduation requirements stated below.

- All work in the curriculum described in the College Catalog in effect at the time of entry/re-entry is completed at BRCC. If a student changes their program of study, they must use the Catalog in effect at the time of their program change.
- Twenty-five percent of the credit hours required for the completion of any academic award must be earned at BRCC.
- A minimum cumulative GPA of 2.0 in all credit hours that are to be used toward the award, as well as any additional program specific requirements.

To receive an associate degree from BRCC via Reverse Transfer, a student must meet the following requirements:

- previously enrolled as a degree-seeking students at a BRCC
- earned a minimum of 25% of the credit hours required towards an associate degree at BRCC.
- earned a combined minimum of 60 total college-level credits.
- previously not earned a college degree.

- a minimum cumulative GPA of 2.0 in all credit hours that are to be used toward the award, as well as any additional program-specific requirements.

Students do not have to re-enroll at BRCC to be awarded an associate degree via Reverse Transfer.

BRCC has one Commencement Ceremony at the end of the spring semester for fall, and spring graduates. Students who complete an academic award will have a graduation date that corresponds to the last day of the semester they completed their program. Students who graduate in the Spring semester will have a graduation date that corresponds to the date of the Commencement Ceremony.

To participate in Commencement, a student must:

- Earn an academic award listed on BRCC’s admission application,
- Satisfy all financial obligations to the College,

Academic Honors are awarded to students who have completed their program of study and have an overall cumulative GPA that corresponds to one of the following:

- Chancellor’s Scholar – 3.85 and above
- Dean’s List – 3.50 to 3.84
- Honor’s – 3.00 to 3.49

VII. POLICY RELATED INFORMATION

BRCC Academic Affairs Policy 1-4070, Degrees, Diplomas, and Awards

LCTCS Academic Policy 1.001, [Degrees, Diplomas, and Other Awards](#)

Board of Regents Academic Affairs Policy 2.16, Statewide General Education Requirements

Board of Regents Academic Affairs Policy 2.24, Reverse Transfer

VIII. POLICY EXCEPTION

An exception is granted to students who attempt and successfully complete all but one course in their academic program the semester of Commencement.

Students interested in participating in Commencement who have successfully completed all but one course in their academic program the semester of Commencement must:

- Be verified and informed by the Registrar’s Office that they have the option to participate in Commencement, and
- Sign a letter indicating that they understand that they have not completed the academic award and that their participation in Commencement does not constitute program completion. In addition, the student agrees to successfully complete the course within two semesters.

Any other exceptions to this policy must be approved by the Chancellor or designee.

IX. POLICY HISTORY AND REVIEW CYCLE

This is a new policy containing the combined content previously found in three BRCC Academic Affairs Policies: 1-4010, Reverse Transfer, 1-4050, Graduation Requirements, 1-4051, Commencement Participation, and 1-4310, Academic Honors. This policy is to be reviewed and revised, as needed, within three years of the effective date.

X. POLICY URL

This policy may be accessed on the BRCC website.

XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL



Willie E. Smith, Sr., Ed.D.
Chancellor

12/18/2023

Date
Effective Date of Policy