

**Manhattan Area Technical College
Institutional Policy & Procedure Manual**

Policy No. 5.3.2

Title: Eligibility to Participate in Commencement Exercises	
Originated by: Kim Kickhaefer, Vice President of Student Services	
Signature	Date
Approved: Dr. Robert Edleston	
Signature	Date
Reviewed on:	Revised on:

Policy Statement: The Vice President of Student Services determines who is eligible to participate in commencement exercises.

Rationale: Students who have completed graduation requirements are eligible to participate in commencement exercises. Students who are denied eligibility may appeal to the Vice President of Student Services for permission. Such permission will be granted or denied on an individual basis according to the following:

Procedure:

All students must be enrolled in or have satisfactorily completed all technical coursework and all required general education coursework for the certificate and/or the Associate of Applied Science degree.

Students who have satisfactorily completed all required technical coursework, and who are enrolled in the required general education coursework, and for whom grades are not yet available, may participate in commencement exercises. However, if they fail to satisfactorily complete any of the general education coursework, they will not be issued a degree/certificate until such time as they meet the general education requirements.

Students who are scheduled for May graduation, and who fail to successfully complete general education coursework in time for commencement, but are enrolled in the required coursework on MATC's campus the following semester (summer semester), may participate in commencement exercises.

Students who are scheduled for December graduation, and who fail to successfully complete general education coursework in time for commencement, but are enrolled in the required coursework on MATC's campus the following semester (spring semester), may participate in commencement exercises.

Students who fail to successfully complete general education coursework in time for commencement, but who are enrolled in the required coursework off MATC's campus the

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following semester (spring or summer semester) must provide proof of enrollment to the Vice President of Student Services before permission to participate will be granted.

Students who are pursuing the Associate of Applied Science degree and have completed all the required technical coursework, but failed to complete all the required general education coursework, may participate in commencement exercises and receive a certificate provided they have met all certificate requirements.