UWG PROCEDURE NUMBER: 2.12.4, Graduation
Authority: UWG POLICY: 2.12 (Registrar)

The Registrar, pursuant to the authority of UWG Policy 2.12, establishes the following procedures for Graduation:

A. Statement of Purpose: The University of West Georgia (UWG) Office of the Registrar works in collaboration with Academic Affairs to ensure UWG awards degrees in accordance with UWG, University System of Georgia (USG), and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policies.

B. Procedures

General UWG Graduation Procedures:
1. Undergraduate candidates may choose to meet the degree requirements of the current catalog or any catalog within six years prior to graduation, provided that the candidate was enrolled in the degree program during the year of the catalog chosen.
2. A student’s graduation will be delayed one semester if:
   • all incomplete (I) grades are not removed and a grade recorded in the Registrar’s Office by the grade deadline of the term in which the student is graduating;
   • transient, study abroad, credit by exam or any other type of credit is not recorded in the Registrar’s Office by the grade deadline of the term in which the student is scheduled to graduate;
   • the student is not meeting graduation requirements after grades are posted for the term in which the student is scheduled to graduate.
3. Students are encouraged to attend graduation. If attendance is not possible, the student should notify the Registrar’s Office.
4. A student may participate in only one graduation ceremony per degree earned.

UWG Undergraduate Graduation Procedures:
1. Undergraduate Honors Procedure: UWG awards baccalaureate degrees with honors to those undergraduates which have a minimum GPA of 3.50 on all courses attempted. For students who repeat courses for grade replacement, both courses will be calculated into the honors GPA. Those candidates who have transferred from other institutions will qualify for honors if they attain an honors grade-point average on all work attempted at UWG and combined total of all courses attempted at UWG and other institutions. Baccalaureate degrees are awarded with honors based on the following grade point average range for all courses attempted:
3.50 - 3.79 GPA - honors (cum laude)
3.80 - 3.89 GPA - high honors (magna cum laude)
3.90 - 4.00 GPA - highest honors (summa cum laude)

2. Limitation on Specific Course Hours: A maximum of 6 credit hours of military science, debate practicum (COMM 1115) and applied music/ensemble courses (for non-music majors and minors) can be applied toward a degree. PWLA course credit may not be applied toward the number of academic hours required for a degree.

3. Requirements for a Double Major within Same Degree awarded during Same Semester:
   Students may complete two majors under the same degree (example, English major and Theatre major under the BA degree) by completing all major requirements and all Core Area requirements specific to each major, including Core Area F requirements for both majors. The second major will satisfy the requirement for a minor if either major requires a minor. The Richards College of Business has specific requirements for students wishing to have two majors under the BBA degree. Contact the College of Business for further information.

4. Requirements for Two Different Baccalaureate Degrees awarded during Same Semester:
   Students who wish to earn two different baccalaureate degrees at the same commencement ceremony (example, a BA degree and a BS degree) must: Complete all major and degree requirements for both degrees.

5. Requirements for a Second Baccalaureate Degree awarded in a Different Semester than first degree:
   Students who wish to pursue a second baccalaureate degree after the first degree has been awarded must:
   - Complete a minimum of 30 additional hours in residence (20 of these hours must be in courses numbered 3000 or above).
   - Maintain a 2.0 grade point average or above in the work completed for the second degree.
   - Fulfill all requirements for the major and degree. Candidates for second degrees will be governed by the catalog requirements in effect at the time work on the second degree is begun.

6. Degree-Specific Procedures: Procedures specific to the degree you intend to earn are found in the Undergraduate Academic Catalog. If you intend to earn two degrees, you must satisfy the requirements for both degrees.

7. Georgia History & Georgia Constitution Proficiency: Pursuant to the Board of Regents (BOR) of the USG, all undergraduate students must satisfactorily pass a course in US and GA History and a course in US and GA Constitution. Options for completing this requirement are outlined in the Undergraduate Academic Catalog.

UWG Graduate Graduation Policies:

1. Time Limits to Complete a Graduate Degree
   - The Ed.D. in Nursing Education Program must be completed within seven years.
   - Degree programs in the College of Education must be completed within seven years.
• The Ph.D. in Psychology: Consciousness and Society program must be completed within eight years.
• The M.S. in Applied Computer Science program must be completed within three years.
• All other graduate degree programs must be completed within six years.
• It is expected that a student will complete the degree program with reasonable continuity. A student called into military service or a student with extraordinary circumstances may apply for an extension of time. The student should submit the Degree Time Limit Extension Form and a letter of appeal to the director of his/her graduate degree program. The time limit exception must be approved by both the Program Director and Director of Graduate Studies in the college or school.

**Undergraduate Honors:** Because grades are not official until after the commencement ceremony, the initial honors designation is based on the student's honors GPA at the end of the semester prior to the graduating semester. Students who have not met the GPA requirements to be designated as an honors recipient at the time of commencement will not be allowed to walk as an honors recipient or to purchase honors cords from the University Bookstore. Official honors designation will be determined after the commencement ceremony when term grades are official and the honors GPA is recalculated. GPAs are truncated to the second decimal place and will not be rounded (example, a 3.49 will not be rounded to a 3.50). Students who graduate with honors will have their honors status (cum laude, etc.) notated on their official academic transcript and their diploma.

**DegreeWorks:** The Office of the Registrar performs degree auditing through the use of DegreeWorks software known on campus as Wolf Watch. This is UWG’s official means of auditing and archiving graduation records.

C. **Compliance**
1. UWG Office of the Registrar complies with the USG BOR Policy Manual 3.3 Curriculum; 3.5 Grading System; and 3.8 Degrees.
2. UWG Office of the Registrar complies with the SACSCOC guidance for curriculum and degrees.

Cl. **Forms**
1. **Undergraduate and Graduate Applications for Graduation:** These forms are electronic and found inside a student’s BanWeb account.
2. [Graduate Application for Certificate Completion](#)
3. [Graduate Time Limit Extension Form](#)
4. [Request for Replacement Diploma](#)
Issued by the Registrar, the 22 day of November, 2019.

Signature, Registrar

Reviewed by Provost: 12-2-19

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