PALO ALTO COLLEGE
COLLEGE PROCEDURES

Procedure Number:	S 32.7
Procedure Title:	Early College High School Graduation Application and Awarding Process
Relevant Board Policy:	[F.6.4 Automatic Awarding of Credentials](#)
Relevant SACSCOC Policy:	
Originating Unit:	Palo Alto College Office of High School Programs
Maintenance Unit:	Vice President Student Success

I. Purpose:

To delineate a thorough and efficient set of steps for awarding a degree/certificate to Early College High School students.

II. Procedure Statement:

Graduation Application and Awarding Process:

A. Students must successfully meet the following requirements to be awarded:
- Complete all required courses and semester credit hours for the specific degree or certificate
- Achieve a minimum institutional GPA of 2.0 in all course work completed.
- Submit official transcripts of all coursework attempted at other colleges and universities
- Earn a grade of "C" or better in all technical courses directly relating to the technical program, i.e. Associate of Applied Science Degree or Certificate programs.
- Earn at least 25% of degree hours required for graduation in residency at the college of the Alamo Colleges granting the degree or certificate
- Fulfill all Texas Success Initiative (TSI) requirements or meet College Readiness Standards as prescribed by Texas Higher Education Coordinating Board (THECB). 4.57 TAC
- Be in Good Academic Standing at the end of the term the student is receiving the award
- Degree and Core Curriculum requirements must be completed within 5 academic years from the date of the Alamo Colleges District catalog chosen.

B. Students meet with ECHS Coordinator of High School Programs and follow instructions to Apply for Graduation Online through ACES on the PAC website:

PLANNING TO GRADUATE

The ECHS Coordinator will:

1. Check for completeness

2. Assist student in completing graduation application
3. Verify degree program and catalog year are correct
4. Run degree audit through Alamo GPS
5. Submit any course substitutions to the appropriate academic area.

C. Completed application is then forwarded to Admissions and Records.

D. Verification through Admissions and Records: Reference procedure S10.0.

Attachments:
A. Graduation Application Non-Enrolled/Inactive Students
B. Graduation Application Enrolled/ Active- SGASTDN Consent

Date Approved: January 6, 2021

Approved: _ (signed: Beth Tanner)_____
    Beth Tanner, Vice President for Academic Success

Approved: _ (signed: Gilberto Becerra)_____
    Gilberto Becerra, Vice President of Student Success

Approved: (signed: Katherine Doss_____ _____
    Katherine Doss, Vice President of College Services

Approved: _ (signed: Dr. Robert Garza)_____
    Dr. Robert Garza, President