QUINSIGAMOND COMMUNITY COLLEGE

FAX: (508) 852-6943
TEL. (508) 853-2300

M E M O R A N D U M

Date: June 10, 1997

To: Ms. Tara Fitzgerald-Jenkins
Registrar

From: Sandra L. Kurtinitis, Ph.D.
President

Re: Clarification of Graduation Requirements

Following our discussion of several last minute requests for permission to participate in Commencement, I am taking this opportunity to confirm our discussion relative to our 1996 policy implementation.

1) All students who complete graduation requirements in August, December, or May, prior to the May Commencement, will be eligible to participate in the May Commencement ceremony.

2) All students whose program requirements extend beyond May of an academic year may participate in the May Commencement ceremony, upon recommendation of the program coordinator and the registrar, and upon validation of good academic standing. The academic officers should investigate the necessity of program continuance past May as opposed to beginning program coursework in August.

3) In addition, any student, who <u>through circumstances beyond his/her control</u>, has <u>one</u> course remaining to complete program requirements, may petition to participate in the graduation ceremony contingent upon enrollment in, and payment for, the final course requirement in summer school. Such student must be in good academic standing and must be recommended by both the program coordinator and the registrar. Excluded from this category are students who fail to complete a course (e.g. failure, withdrawal, etc.) in their final semester and are thus ineligible to graduate.

(continued)

Once summer classes have ended, please prepare a summary of the completion status of all students to whom we have granted a Commencement waiver for this academic year. We will review the statistics of both this year and last and confirm our approach to this matter for the coming academic year.

p.k.

cc: Senior Staff

Quinsigamond Community College

670 West Boylston Street
Worcester, MA 01606-2092
Tel: (508) 853-2300
Fax: (508) 852-6943
www.qcc.mass.edu

TO: Sandra Kurtinitis, President

FROM: Tara Fitzgerald-Jenkins
Associate Dean of Enrollment and Student Services/Registrar

SUBJECT: Commencement Walk Through Numbers 1996-1997

DATE: January 9, 1998

The following is a breakout by program of the students who were allowed to walk through the May 1996 and the May 1997 Commencement Exercise. The heading 1996 or 1997 indicates the number of students who were allowed to walk through, YES indicates the number of students who completed in August, and NO the number who did not complete in August.

PROGRAM	1996	YES	NO	1997	YES	NO
Automotive Technology	15	15	0	13	12	1
Business Admin. Career	2	2	0	1	1	0
Business Admin. Transfer	0	0	0	2	1	1
Criminal Justice	0	0	0	1	1	0
Early Childhood Education	2	1	1	5	4	1
EMT Certificate	0	0	0	11	11	0
General Studies	0	0	0	1	1	0
Hotel/Restaurant Management	0	0	0	1	1	0
Human Services Degree	3	3	0	3	2	1
Liberal Arts	1	1	0	0	0	0
Medical Secretarial Certificate	0	0	0	1	1	0
Paramedic Degree	0	0	0	1	1	0
Re-entry Certificate	19	16	3	0	0	0