



Policy Source: Gwinnett Tech	Owner: Vice President of Academic Affairs	Effective: 6/2011
Division: Academic Affairs	Reviewed: 6/2011, 9/2015, 5/2019 Revised: 5/2019, 12/2020	

5.3.10 GT Program Completion Requirements

Students will be considered as having met the requirements for graduation with an associate degree, diploma, or certificate when the following conditions are met.

1. Student has filed an application for graduation online at GTC-Web.org and paid the required processing fee. Completion of course requirements does not automatically indicate an award of graduation. Students must complete an application for graduation to initiate the official audit. The graduation application must be received within two years of program completion in order to be awarded. Students who completed their program more than two years ago should contact graduation services for assistance at GraduationOffice@GwinnettTech.edu.
2. Student has completed a program of study, including all required courses/electives, meeting minimum credit hour requirements.
3. Student has earned a minimum grade of C or better in all courses and electives in the program of study.
4. Student has completed at least 40 percent of required credit from the declared program of study at Gwinnett Technical College.
5. Gwinnett Technical College will limit academic residency to no more than twenty-five percent of the degree requirements for all degrees for active-duty Service members. Academic residency can be completed at any time while active-duty Service members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.
6. Student has paid all required fees, fines, and other financial obligations owed to Gwinnett Tech.
7. Student has a cumulative GPA of 2.0 or higher at the time that the graduation application is submitted.
8. Student must complete all required developmental coursework in order to graduate from certificate, diploma or degree program. This requirement includes 0097 courses for certificate program that do not require core classes.
9. Students whose catalog year is Fall 2014 or newer according to their Degree Works audit are required to satisfy the FYES 1000 requirement, either by taking the course, or by exemption (if eligible) to be eligible to graduate.

10. Please note that at the time a student graduates from his or her program, many CIST courses cannot be older than seven years. The student's options are to take the course(s) over or take an exemption exam, if available, in the Assessment Center. The student should review his/her DegreeWorks audit with an Enrollment Advisor if he or she has any questions regarding FYES 1000 requirements, degree progress, or required coursework.