



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Graduation	EGC - II	1	8/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
E – Instruction	Academic Achievement: Graduation	EGC	8/26/2025

McLennan Community College will award degrees and hold formal commencement exercises at the end of the spring, summer, and fall semesters annually.

Following the census date of each semester, the Office of Student Records will audit enrolled students to determine those who are eligible to graduate. The Office of Student Records will notify those candidates who are eligible to graduate. Candidates for graduation will receive information about graduation and the commencement ceremony. One week after candidates for graduation have been notified, the Office of Student Records will notify all enrolled students to contact the Office of Student Records if they think they are eligible for graduation and have not been notified. All information regarding graduation and commencement, including the notification of eligibility to graduate, will be sent to the students' Official McLennan e-mail account.

Candidates for graduation should complete the commencement information form. The commencement information form is only available for students eligible to graduate. The commencement information form allows candidates to provide information about how they would like their name to appear on certificates and diplomas and if they plan to participate in the commencement ceremony.

Certificates and degree notations are posted to student transcripts after the end of the spring, summer and fall semesters after the commencement exercises have been conducted.

McLennan Community College reserves the right to post certificates and/or degrees for current and former students who have met graduation requirements but have not formally initiated the graduation process.