Congratulations Hill College Graduates!!! The following is everything you need to know about graduation at Hill College. Please read all of the following carefully.

APPLYING FOR GRADUATION

Diplomas are NOT awarded automatically. Evaluation of records to verify whether a student has completed the prescribed requirements for graduation is ONLY done upon request by the student through completion and submission of the GRADUATION APPLICATION. It must be completed and submitted online by the deadlines for the current semester otherwise your request will be processed the following graduation term.

DEADLINES & PROCESS

Graduation applications must be submitted by:

- **OCTOBER 1st**- Fall Semester
- **MARCH 1st**- Spring Semester
- **JULY 1st**- Summer Semester

Any application received after this deadline will be evaluated during the following term. After the application is submitted, they are evaluated by graduation evaluators during the semester they are received. Letters are sent to students who do not meet requirements at the end of the term. Degrees are posted to official transcripts after the end of the term. Students can log onto Campus Connect and view an unofficial transcript for degree posting.

Invitation letters are sent in the spring with instructions regarding the Commencement Ceremony.

GRADUATION FEE

Hill College believes that every student should have the opportunity to participate in graduation following the completion of a program of study. Therefore, the college does not charge a graduation fee.
COMMENCEMENT CEREMONY

Hill College holds one commencement ceremony a year in the spring. All students that have graduated the previous summer, fall and current spring are sent letters inviting them to participate in the commencement ceremony. The commencement ceremony is held in Hillsboro in the spring of odd years and Cleburne in the spring of even years. Specific locations and times will be addressed in the invitation letter.

DIPLOMAS

DIPLOMAS WILL BE MAILED TO STUDENTS AFTER COMMENCEMENT. STUDENTS SHOULD RECEIVE THEIR DIPLOMAS WITHIN 8-10 WEEKS AFTER THE END OF THE TERM THE STUDENT HAS APPLIED TO GRADUATE, PENDING THE COMPLETION OF DEGREE REQUIREMENTS.

REQUIREMENTS

Hill College grants the:

👩‍🎓 Associate in Arts Degree- The curriculum for the Associate in Arts Degree is designed for the student planning to transfer to a senior college or university. For degree plans, see the Hill College catalog.

- Complete minimum 62 semester hours of credit
- Complete Core requirements/general education requirements
- Demonstrate competency in oral communication by completing SPCH 1315, Public Speaking, and the competencies as prescribed in the course
- 25 percent of the credit hours required for the degree must be completed at Hill College
- Cumulative 2.0 minimum grade point average on all course work
- Satisfy the Texas Success Initiative (TSI) requirements in reading, writing, and mathematics, unless exempt
- two physical education activity courses
- settled all college financial obligations and student account holds
  - *Developmental courses may not be counted or used as hours towards the Associate in Arts Degree

👩‍🎓 Associate in Applied Science Degree- The Associate in Applied Science Degree is awarded for successful completion of a two-year prescribed occupational competencies and curriculum. For degree plans, see the Hill College catalog.

- Complete minimum of 62 semester hours of credit
  - As part of the minimum 62 semester hour degree requirement, the student must complete a minimum of 15 semester hours of general education courses. The core of general education courses must include at least one course from each of the following areas: Humanities/Fine Arts, Social and
Behavioral Sciences, natural sciences and mathematics. Student must complete ENGL 1301, Composition

- **complete the prescribed competencies and curriculum for a two-year occupational program as outlined in the degree plan listed under Programs of Study**
- The student must demonstrate competency in oral communication by completing SPCH 1315, Public Speaking, and the competencies as prescribed in the course. Selected courses in the Emergency Medical Services (EMS) Program have been designated as speech intensive courses and as such satisfy the speech requirements for students in the EMS Program
- **25 percent of the credit hours required for the degree must be completed at Hill College**
- **Cumulative 2.0 minimum grade point average on all course work**
- **satisfy the Texas Success Initiative (TSI) requirements in reading, writing, and mathematics, unless exempt**
- **settled all college financial obligations and student account holds**
  - *Developmental courses may not be counted or used as hours towards the Associate in Applied Science Degree.

**Certificate of Technology** - The Certificate of Technology is awarded to those who complete the technical competencies of a two-year occupational curriculum. For **degree plans**, see the Hill College catalog.

- **43 semester hours of credit**
- **prescribed technical competencies and curriculum for the occupational program as outlined in this catalog under Programs of Study**
- **25 percent of the credit hours required for the degree must be completed at Hill College**
- **Cumulative 2.0 minimum grade point average on all course work**
- **satisfy the Texas Success Initiative (TSI) requirements in reading, writing, and mathematics, unless exempt**
- **settled all college financial obligations and student account holds**
  - *Developmental courses may not be counted or used as hours towards the Certificate of Technology

**Certificate of Completion** - The Certificate of Completion is awarded for successful completion of competencies and curriculum in an occupational program of less than two years in length

- **minimum of 15 semester hours of credit**
- **complete the prescribed technical competencies and curriculum for the occupational program as outlined in this catalog under Programs of Study**
- **25 percent of the credit hours required for the degree must be completed at Hill College**
Cumulative 2.0 minimum grade point average on all course work
settled all college financial obligations and student account holds

- *Developmental courses may not be counted or used as hours towards the Certificate of Completion.

Marketable Skills Achievement Award- A Marketable Skills Achievement (MSA) Award is a sequence of technical-based credit courses totaling 9-14 semester credit hours (SCH) within an approved program of study. Typically, an external workforce advisory committee identifies the coursework (classes) to be included in the MSA award. Students may receive a dual benefit from earning a MSA because it helps to create a 'pathway' to program completion and can also demonstrate to potential employers a level of aptitude and workplace preparedness.

CORE CURRICULUM

Included in the degree requirements for the Associate in Arts is a basic core of general education courses or a core curriculum. The purpose of the Hill College core curriculum is to provide the skills, knowledge, and perspectives that help define the educated person. The core emphasizes the basic intellectual competencies--reading, writing, speaking, and critical thinking--as well as broad intellectual perspectives including historical consciousness; multicultural awareness; numerical comprehension and analysis; and, concern about ethics, aesthetics, and values. These competencies are designed not only to help students understand and appreciate their heritage, but also to enable them to prepare for responsible citizenship and successful living in a rapidly changing and highly technological world. Competency in each of the core components is established by successful completion of the core courses that is required for the Associate in Arts Degree.

In accordance with the laws of the State of Texas and the guidelines and procedures established by the Texas Higher Education Coordinating Board (THECB), all Texas public colleges and universities are required to establish a core curriculum. The law and the established guidelines indicate that if a student completes the core curriculum at one public college or university within the State of Texas, that block of courses may be transferred to any other public college or university within the State of Texas and must be substituted for the receiving institution's core curriculum. Further, in accordance with the law and the guidelines, a student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution, unless the THECB has approved a larger core curriculum for that institution.

<table>
<thead>
<tr>
<th>ARTS AND HUMANITIES</th>
<th>Hours Required</th>
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<tbody>
<tr>
<td><strong>Communications Total</strong></td>
<td>9</td>
</tr>
<tr>
<td>ENGL1301, ENGL1302</td>
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<tr>
<td>SPCH1315</td>
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<td><strong>Humanities Total</strong></td>
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<td>three (3) hours to be selected from:</td>
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<tr>
<td>ENGL2322, ENGL2323, ENGL2327, ENGL2328,</td>
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ENGL2331, ENGL2332, ENGL2341, HUMA1301, HUMA1302, SPAN2311, or SPAN2312

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<th>Visual &amp; Performing Arts Total</th>
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<td>three (3) hours to be selected from: ARTS 1301, 1303, 1304</td>
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<tr>
<td>MUSI 1306, MUSI 1308, or MUSI 1309</td>
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<tr>
<td>DRAM 1310, 2366,</td>
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**SCIENCE AND MATHEMATICS**

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<tr>
<th>Mathematics</th>
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<td>three (3) hours to be selected from: MATH1314, MATH1316, MATH1324, MATH1325, MATH1342, MATH2320, MATH2412, MATH2413, MATH2414, or MATH 2415</td>
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<th>Computer Science</th>
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<td>three (3) hours to be selected from: BCIS 1301/ COSC1301 (cross-referenced)</td>
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<tr>
<td>BCIS 1305, COSC 1320, or COSC 1336</td>
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<tr>
<th>Natural (Laboratory) Sciences</th>
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<td>two (2) courses to be selected from: BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL1411, BIOL1413, BIOL2401, BIOL2402, BIOL2421, CHEM1411, CHEM1412, CHEM1419, GEOL 1401, GEOL1403, GEOL1404, PHYS1401, PHYS1402, PHYS1403, PHYS1404, PHYS2425, or PHYS2426</td>
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<tr>
<td>BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL1411, BIOL1413, BIOL2401, BIOL2402, BIOL2421, CHEM1411, CHEM1412, CHEM1419, GEOL 1401, GEOL1403, GEOL1404, PHYS1401, PHYS1402, PHYS1403, PHYS1404, PHYS2425, or PHYS2426</td>
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**SOCIAL AND BEHAVIORAL SCIENCE**

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<tr>
<th>History &amp; Government</th>
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<td>GOVT2305, GOVT2306</td>
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<table>
<thead>
<tr>
<th>Social\Behavioral Science</th>
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<td>three (3) hours to be selected from: ANTH 2346, PSYC2301, PSYC 2314, SOCI1301, SOCI 2301, ECON2301, or ECON2302</td>
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**Total Core Curriculum Hours**

|                         | 44 |
---|---|

These requirements must be met by every student pursuing an Associate in Arts degree at Hill College. (Exception: Students majoring in music or Elementary Education-EC-4 Generalist should take the courses outlined in the Degree Plans and Programs of Study section, Music–Associate in Arts, instead of the general core courses.)
GRADUATION WITH HONORS

Students who are graduating with an Associate Degree, who have at least 24 semester hours in residence, who have completed at least two semesters at Hill College, and who have a GPA of 3.50-3.74 –Cum Laude
GPA of 3.75-3.89- Magna Cum Laude
GPA of 3.90-4.00- Summa Cum Laude

qualify for honors recognition.

FINANCIAL OBLIGATIONS AND STUDENT ACCOUNT HOLDS

It is important that any monies owed or any other hold on a student account be resolved in a timely manner. Although unpaid balances or holds will not prohibit a student from participating in commencement, official transcripts and diplomas will NOT be released until all holds are resolved.

REGALIA

Important: Academic regalia is required for all students who participate in the Commencement ceremony. You will not be allowed to march without regalia.

Hill College provides one regalia to graduating students without charge. Letters will be sent to inform each graduate of times and days to pick up regalia. Regalia can be picked up in the Enrollment Management Office on the Hillsboro and Cleburne Campuses during the prescribed times and days.

AT THE CEREMONY

Students are requested to arrive to the specific building provided in their invitation letter. Please arrive on time with all regalia. Honor and PTK graduates will be sent letters explaining when and where to pick up honor regalia. Students will be split into 5 groups: Associate of Arts, Associate of Applied Science, Certificate of Technology, Certificate of Completion and Marketable Skills Awards. If you are receiving multiple awards, you will walk with the highest degree earned. Graduates with multiple awards will only walk once with their highest degree.

Graduates are given name cards with their degrees on the index cards. Please make sure that your name reads the way that it should be announced. You will line up in degree groupings and march to the ceremony location. Make sure that you keep your card with you at all times. Graduates will hand the card to the Registrar as you walk across the stage.

College employees will be available to assist candidates. Graduates will be lead to the event and guided to designated seating. Candidates will be asked to stand as a degree/certificate group. Always follow to the right. Candidates will give their cards to the Registrar, walk across the stage, accept their diploma notice with left hand and shake with the right hand. Candidates will exit the stage and follow College ushers to their seats.
GRADUATES OR GUESTS WITH DISABILITIES

Candidates or guest who have a disability-related need requiring assistance for commencement, should contact Salley Schmid, Director of Counseling, at sschmid@hillcollege.edu or 254-659-7651 to make arrangements. It is the responsibility of graduates to contact Salley Schmid regarding accommodations for families or guest.

**Deadline: Disability services and accommodations request must be provided prior to the week of commencement.**

PHOTOGRAPHING COMMENCEMENT

A professional photographer will be available prior to the ceremony for graduates to have pictures taken. Information about purchase packages and prices will be available to students when they pick up regalia or the evening of the ceremony.

Families and guest are encouraged to take pictures before, during and after the ceremony. Please be mindful prior to the ceremony of time. We need time to get everyone in place to march into the ceremony. During the ceremony, family and guest are encouraged to take pictures, but please be mindful of other attendees. They are also attending the ceremony to share this important moment with their graduate.

COMMENCEMENT SEATING

Each student will be given 4 guest tickets. Seating is limited and guest should arrive early. Additional tickets (if available) will be in the Enrollment Management Office 1 day prior to the ceremony. Additional tickets are 1st come, 1st serve. Anyone with a ticket will have entry into the ceremony.

Smoking, eating or drinking is NOT allowed at any commencement ceremony locations.

AFTER THE CEREMONY

Graduates are invited to a reception that is hosted by Hill College. We hope that all will attend the reception as this is the best time to contact instructors or staff.

With this ceremony Hill College publicly recognizes the achievements of its students and confers upon them the rights, privileges and responsibilities of a Hill College degree or certificate. We congratulate you on your achievements. If you have additional questions, please direct them to Brandi Turner, Student Success Coordinator, at bturner@hillcollege.edu or 254-659-7604 or Sherry Davis, Director of Student Records & Registration, at shdavis@hillcollege.edu or 254-659-7602