

North Central Michigan College Graduation Application

Please complete both sides of this application.

STEPS

- 1) Print application.
- 2) Complete all information on front and back of application.
- 3) Provide an address where the diploma will be mailed.
****NOTE** This will change your mailing address with the college and could possibly affect your residency status with the college.**
- 4) Complete an application for the degree or certificate sought and submit to the Records Office.
- 5) Your application will be reviewed by the Registrar to determine if you meet all requirements for the credential sought.
- 6) If pre-approved to graduate, you will be notified of your status and next steps via your North Central 'mymail' email account.
- 7) All requests will be evaluated for the MACRAO/MTA Agreements.

Mark the semester for which you wish to be considered for graduation:

Semester:	Deadline Date
___ Fall 2015	Dec. 4, 2015 *
___ Winter 2016	April 22, 2016 *
___ Summer 2016	July 8, 2016 *

* Applications received after these deadline dates will be evaluated for graduation. Student information may not appear in graduation publications or announcements.
NOTE: Applications received after a semester has ended will be evaluated for graduation for the next semester.

Today's Date: _____ Student ID# _____

Name (print): _____
As you want it to appear your diploma (this will not change your record)

Mailing Address: _____
 Street/PO Box _____
 City _____ State _____ Zip Code _____

Date of Birth: ____/____/____ Soc Sec #: ____/____/____

I am a Phi Theta Kappa (PTK) Honor Society member: ___ Yes ___ No

My intent is to graduate from North Central Michigan College with the following degree or certificate:

- ___ **Certificate of Development** in: _____
 ___ **Certificate** in: _____
 ___ **Associate of Applied Science** in: _____
 ___ **Associate of Arts**
 ___ **Associate of General Studies**
 ___ **Associate of Science**

I request an audit of my academic record to determine my eligibility for graduation. I understand that *all correspondence regarding graduation will be sent to my North Central 'mymail' account.*

Submit this application to: Records Office, 1515 Howard Street, Petoskey, MI 49770, scan & email to nmorris@ncmich.edu or FAX to 231.348.6625

X _____
Student Signature **Phone #** _____

OFFICE USE ONLY

Pre-Audit: () Approved () Denied () MACRAO/MTA GPA: ____ Honors: _____

Degree: _____ Catalog Yr. _____ Authorized Initials _____

Classes Needed: _____

Final Audit: () Approved () Denied () MACRAO/MTA GPA ____ Honors: _____

Comments: _____

Authorized Signature: _____ Date: _____

- () Address () Coded () Preliminary/Denial Letter emailed () MACRAO / MTA Posted () PTK
 () Posted () Honors () Denial Letter () Final Letter

North Central Michigan College Graduate Survey

Please answer the following questions about your experience at North Central. Thank you for taking the time to share your thoughts.

1. Indicate the number of semesters you attended NCMC. _____
2. Indicate the number of semesters attended at other institutions prior to transferring to NCMC: _____
3. What has been your major personal goal for attending North Central?

4. Has your personal goal for attending North Central been achieved? ___ Yes ___ No
5. What degree will you receive at this graduation?
___ Certificate ___ Associate of Art, Science or General Studies ___ Associate of Applied Science
6. What is your ultimate academic goal? Please check one: ___ Certificate ___ Associate Degree
___ Bachelor Degree ___ Graduate/Professional Degree ___ Undecided
7. If you are transferring, where?

8. Are you currently or soon to be employed in the field you studied? ___ Yes ___ No
9. Would you recommend North Central to a new student? ___ Yes ___ No
10. Did you work while you were earning your degree? ___ Full-time ___ Part-time ___ No
11. Are you graduating with any family members? ___ Yes, Who _____ ___ No
12. Are you the first member of your immediate family to graduate from college? ___ Yes ___ No
13. How could we have been more helpful to you while you were pursuing your degree?

14. What was the best thing about attending North Central?

Graduation Requirements

1. Graduation from North Central Michigan College is recognized with an Associate of Arts, Science, General Studies or Applied Science Degree, Certificate or Certificate of Development. Degrees, Certificates and Certificates of Development, once conferred, are not rescindable.
2. Students who expect to qualify for their degree/certificate by the close of any given enrollment period and wish to have their degrees conferred must complete the Application for Graduation Form available in Student Services or on-line at www.ncmich.edu below the Records and Registrar heading. Submit the application to the Records Office by the due date.
3. A request for a degree may not be approved unless the applicant beings his/her final semester with a 2.0 cumulative grade point average. To graduate with a degree, a student must complete the total number of credit hours required for the degree being sought (letter grade degree credits), even if courses have been waived or competency has been demonstrated through ACT, COMPASS, or CLEP testing scores.
4. Students must have fulfilled all financial obligations to the College including the graduation fee before being awarded a degree or certificate.
5. Students who have achieved a total cumulate grade point average as indicated below by the beginning of their final semester may graduate with honors. Graduation honors apply to programs requiring at least 30 credit hours. Honors status may be changed based on the final cumulative GPA and will be posted on the student's diploma accordingly.
Distinction = 3.50 – 3.69, High Distinction = 3.70 – 3.89, Highest Distinction = 3.90 – 4.0
6. After submitting an Application for Graduation, details will be emailed to your North Central 'mymail' account regarding Commencement.

Students needing a diploma reprinted for reasons other than printer errors will be charged a \$15 processing fee.