

# North Central Michigan College Graduation Application

Please complete both sides of this application.

## STEPS

- 1) Print and complete the front and back.
- 2) Your application will be reviewed by the Registrar to determine if you meet all requirements for graduation.
- 3) If pre-approved to graduate, you will be notified of your status and next steps via your North Central 'mymail' email account.
- 4) All requests will be evaluated for the MTA Agreement.

**\*Your mailing address will be updated with the college and could possibly affect your residency status.**

Applications received after the deadline dates above, but before the end of the semester, will be evaluated for graduation. Student information may not appear in graduation publications or announcements.

Applications received after a semester has ended will be evaluated for graduation for the next semester.

What semester do you plan to complete your degree?

<b>Semester:</b>	<b>Deadline Date</b>
<input type="checkbox"/> Fall 2022	Dec. 2, 2022
<input type="checkbox"/> Winter 2023	April 7, 2023
<input type="checkbox"/> Summer 2023	June 30, 2023

Today's Date: \_\_\_\_\_

Student ID#: \_\_\_\_\_

**Name (print):** \_\_\_\_\_  
**(As you want it to appear your diploma. This will not change your record)**

**Mailing Address\*:** \_\_\_\_\_  
Street or PO Box  
City State Zip Code

**Personal Email:** \_\_\_\_\_  
Please enter your personal/home e-mail for us to update you on what is new as a NCMC Alum in the future

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Last 4 of Soc. Sec. #:** \_\_\_\_\_

**Are you a member of Phi Theta Kappa (PTK) Honor Society?**  Yes  No

**I have served/am serving in our armed forces?**  Yes  No

**Do you plan to walk in the May 2023 Commencement Ceremony?**  Yes  No

**My height is:** \_\_\_\_' \_\_\_\_" (needed to order your gown for the ceremony)

*My intent is to graduate from North Central with the following certificate or degree: (check applicable program below)*

- |   |  |
|---|--|
| <input type="checkbox"/> Certificate of Development in:<br>_____            | <input type="checkbox"/> Associate of Arts   |
| <input type="checkbox"/> Certificate in:<br>_____                           | <input type="checkbox"/> Associate of Arts Concentration in Art                                    |
| <input type="checkbox"/> Associate of Applied Science in:<br>_____<br>_____ | <input type="checkbox"/> Associate of Arts Concentration in Business                               |
| <input type="checkbox"/> Associate of General Studies                       | <input type="checkbox"/> Associate of Arts Concentration in Communications                         |
|   | <input type="checkbox"/> Associate of Arts Concentration in Criminal Justice                       |
|   | <input type="checkbox"/> Associate of Arts Concentration in Early Childhood Education              |
|   | <input type="checkbox"/> Associate of Arts Concentration in Environmental & Sustainability Studies |
|   | <input type="checkbox"/> Associate of Arts Concentration in Psychology                             |
|   | <input type="checkbox"/> Associate of Arts Concentration in Public Health                          |
|   | <input type="checkbox"/> Associate of Arts Concentration in Social Work                            |
|   | <input type="checkbox"/> Associate of Science  |
|   | <input type="checkbox"/> Associate of Science Concentration in Biology                             |
|   | <input type="checkbox"/> Associate of Science Concentration in Engineering Technology              |
|   | <input type="checkbox"/> Associate of Science Concentration in Exercise Science                    |
|   | <input type="checkbox"/> Associate of Science Concentration in Mechanical Engineering              |

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

**Submit to:** Records Office, 1515 Howard Street, Petoskey, MI 49770, or scan & email to: [nmorris@ncmich.edu](mailto:nmorris@ncmich.edu), or FAX to: 231.439.6590

X \_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Phone #**

### OFFICE USE ONLY

**Pre-Audit:**  Approved  Denied  MTA GPA: \_\_\_\_ Honors: \_\_\_\_ Catalog Yr. \_\_\_\_ Degree: \_\_\_\_\_

Comments: \_\_\_\_\_ Authorized Initials \_\_\_\_\_

Address  Coded  Preliminary/Denial Letter emailed  MTA Posted  PTK

**Final Audit:**  Approved  Denied  MTA GPA: \_\_\_\_ Honors: \_\_\_\_

Comments: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Posted  Honors  Denial Letter  Final Email

## 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 of Development  Certificate  Associate of Applied Science  
 Associate of Art, Science or General Studies
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](http://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 begins his/her final semester with a 2.0 cumulative grade point average and may reasonably be expected to have completed all necessary coursework satisfactorily by the date the degree is to be awarded. To graduate with a degree, a student must complete the total number of credit hours required for the degree being sought, even if courses have been waived or competency has been demonstrated through ACT, SAT, COMPASS or ACCUPLACER scores and have an overall cumulative 2.0 GPA.
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 cumulative 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 \$35 processing fee.**