

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 student 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 (tuition rate) 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?

Semester:

- ☐ Fall 2025
☐ Winter 2026
☐ Summer 2026

Deadline Date

- Nov. 28, 2025
April 3, 2026
June 26, 2026

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 2026 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)

☐ Certificate of Development in:

☐ Certificate in:

☐ Associate of Applied Science in:

☐ Associate of General Studies

☐ Associate of Arts

☐ Associate of Arts Concentration in Art

☐ Associate of Arts Concentration in Business

☐ Associate of Arts Concentration in Communications

☐ Associate of Arts Concentration in Criminal Justice

☐ Associate of Arts Concentration in Early Childhood Education

☐ Associate of Arts Concentration in Environmental & Sustainability Studies

☐ Associate of Arts Concentration in Global Studies

☐ Associate of Arts Concentration in Psychology

☐ Associate of Arts Concentration in Public Health

☐ Associate of Arts Concentration in Social Work

☐ Associate of Arts Concentration in Teacher Education

☐ Associate of Science

☐ Associate of Science Concentration in Biology

☐ Associate of Science Concentration in Engineering Technology

☐ Associate of Science Concentration in Exercise Science

☐ Associate of Science Concentration in Mechanical Engineering

☐ Associate of Science Concentration in Medical and Health Sciences

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 student email account.

Submit to: Records Office, 1515 Howard Street, Petoskey, MI 49770, or scan & email to: registrar@ncmich.edu

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

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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 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 student email account regarding Commencement.

Students needing a diploma reprinted for reasons other than printer errors will be charged a \$35 processing fee.