

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?

- | | |
|--------------------------------------|----------------------|
| Semester: | Deadline Date |
| <input type="checkbox"/> Fall 2020 | Dec. 4, 2020 |
| <input type="checkbox"/> Winter 2021 | April 9, 2021 |
| <input type="checkbox"/> Summer 2021 | July 2, 2021 |

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: _____

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 2021 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 box below)

- | | |
|---|---|
| <input type="checkbox"/> Certificate of Development in:
_____ | <input type="checkbox"/> Associate of General Studies |
| <input type="checkbox"/> Certificate in:
_____ | <input type="checkbox"/> Associate of Arts |
| <input type="checkbox"/> Associate of Applied Science in:
_____ | <input type="checkbox"/> Associate of Arts Concentration in Business |
| | <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 Science |
| | <input type="checkbox"/> Associate of Science Concentration in Biology |

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.

X _____
Student Signature

Phone #

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

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 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 \$35 processing fee.