IMPORTANT !!!

IF YOU ARE PLANNING TO GRADUATE SPRING SEMESTER, YOUR GRADUATION PETITION * MUST * BE RECEIVED AT THE CASHIER’S OFFICE WITH THE $35.00 GRADUATION FEE BY 5 P.M. FRIDAY, JANUARY 26, 2018

ANY PETITIONS RECEIVED AFTER THE DUE DATE WILL BE PROCESSED FOR THE FOLLOWING SEMESTER.
GRADUATION POLICY

1.) The graduation fee of $35 must accompany this form and be paid to the Cashier’s Office.

2.) It is the sole obligation of the student to complete this form. No degrees can be issued without it. **A late request will be treated as a request for the following semester. Students whose requests are denied must re-petition in a subsequent semester when academic requirements are met.**

3.) Students must be in good academic standing in order to graduate. In order to graduate with honors, students must have a 3.50 or higher cumulative grade point average at the end of their last semester. See college catalog for details.

4.) Students who petition for graduation will have their files reviewed by the Registrar and the appropriate Dean between weeks three and five of their last semester. Students are notified by mail about their graduation status after the files are reviewed.

5.) Students must have curriculum requirements, other than current semester enrollment, **completed by the end of the fifth week of the semester** in order to maintain eligibility for graduation at the end of that semester. Any credit procedure not completed prior to the deadline will require re-petitioning in a subsequent term.

6.) At the end of each academic term, all degrees will be mailed to approved candidates four weeks after grades are released following the end of the term. All successful candidates may elect to attend the commencement ceremony, held in May each year. Caps and gowns will be worn for the May ceremony.

7.) **THE DEGREE REQUEST FORM IS DUE AT THE END OF THE SECOND WEEK OF THE SEMESTER IN WHICH YOU INTEND TO GRADUATE.**
DEGREE REQUEST FORM

INSTRUCTIONS
Note: If you check more than one box per technology (example: Business Management and Financial Management), only one degree can be certified, one fee charged, and one diploma generated. However, the second major will appear on your official transcript.

ASSOCIATE DEGREES AND DIPLOMAS

(Please PRINT your name exactly as it should appear on your DEGREE or DIPLOMA)

Full Name: _______ _______ _______

First Middle Last

Street ____________  City ____________  State ____________  Zip ____________  County __________

Social Security Number ____________  Phone Number ____________  Signature __________

ASSOCIATE DEGREES/DIPLOMA PROGRAMS (Check One)

Liberal Arts, Professional Services (AA/AS Degrees)

Associate of Arts
☐ Business Administration- AA
☐ Communications - AA
☐ Criminal Justice - AA
☐ Education - AA
☐ English - AA
☐ Liberal Arts - AA
☐ Paralegal Studies - AA
☐ Philosophy - AA
☐ Psychology - AA
☐ Social Work - AA

Associate of Science
☐ Accounting - AS
☐ Business Administration - AS
☐ Computer Science - AS
☐ Criminal Justice - AS
☐ Forensic Science - AS
☐ Mathematics - AS
☐ Mortuary Science - AS
☐ Pre-Professional Studies – AS
☐ Science/Medical Academy - AS

Business, Industry & Technology (AAB/AAS Degrees)

☐ Accounting
☐ Business Administration
☐ Business Management
☐ Marketing Option

Information Technology
☐ Information Tech – Cyber Security
☐ Information Tech - Networking
☐ Information Tech – Software Dev

Criminal Justice
☐ Criminal Justice Option
☐ Criminal Justice Law Enforcement Opt

Early Childhood Education
☐ Electronic Engineering
☐ Human Services

Industrial Technology
☐ Electrical Maintenance Option
☐ Engineering Design
☐ Integrated Engineering Technology
☐ Manufacturing Technology
☐ Manufacturing Tech Operations Mgt
☐ Tool and Die Option

Mechanical Engineering Tech
☐ Paralegal Studies
☐ Visual Comm Graphic Design
☐ Visual Comm Video Product

Health Sciences-AAS Degree
☐ Bioscience Technology
☐ Health Services Technology
☐ Occupational Therapy
☐ Physical Therapist Assistant
☐ Registered Nursing
☐ Radiological Sciences
☐ Respiratory Care

Certificate Program
☐ Practical Nursing

Technical Studies
☐ Interdisciplinary Studies

GRADUATION DATE:  ☐ SPRING  ☐ SUMMER  ☐ FALL

☐ I WILL BE ATTENDING THE CEREMONY  ☐ I WILL NOT BE ATTENDING THE CEREMONY

(Graduation Ceremony is after Spring Term)
TO:  All Students Petitioning to Graduate

FROM: Caitlin Rethorst, Career Counselor

RE:  Authorization To Release Information

The College is required to gather information from employers to evaluate our graduates’ preparedness for the workplace. The information gathered is used to make curricular decisions, to ensure continuing accreditation for academic programs, and to assess our effectiveness as an institution. The following release of information statement gives the College permission to contact your employer for the purposes of collecting this very important data.

This release of information, made between North Central State College and the undersigned individual, shall commence on the date of signature below and conclude after 40 months. The current or past employer is hereby authorized to furnish and release to North Central State College all information pertinent to position related functions that shall be requested. A photostatic or electrostatic copy shall have the same authority as the original.

I, ____________________________________________, have read and understand this authority to release information.  

(Student/Graduate Name – PLEASE PRINT)

_________________________________________  _______________________________
MAJOR                                    SOCIAL SECURITY NUMBER

_________________________________________  _______________________________
DATE                                     SIGNATURE

________________________________________________________________________

Personal E-mail Address
Attention Transfer Students

If you are interested in transferring to The Ohio State University – Mansfield Campus please complete the following and submit it with your graduation petition:

Name: ______________________________
Phone: ______________________________
E-mail: ______________________________
Major at NC State College: ________________
Intended Major at OSU: __________________

This information will be forwarded to an OSU advisor so they can assist you with the steps necessary for transfer.

___________________________________________________________________________________

Return to M. Monnes – KH2