

## **3357:13-13-011 Graduation Procedure**

### **(A) Student Graduation Procedure:**

- (1) To graduate, candidates for graduation must complete a Petition for Graduation and pay the established graduation fee, if applicable. Candidates are not sent a bill for this fee. It is the candidate's responsibility to pay this once his/her petition is processed. The Petition to Graduation must be completed and submitted to the Cashiers Office for processing prior to the deadline dates posted in the official college calendar. Petitions for Graduation turned in after the posted deadline may not be eligible to graduate as planned. View Academic Calendar well in advance to establish the deadline dates for submitting a Petition for Graduation.
- (2) Please note that a separate Petition for Graduation must be filed for each individual associate degree for consideration. Formal graduation activities are held at the end of spring semester. Students who complete degree requirements during preceding terms are invited to participate in the spring semester commencement ceremony.

### **(B) Graduation Fees**

To graduate, candidates must complete a Petition for Graduation and pay the established graduation fee, if applicable. This fee is assessed at the time the petition is processed.

### **(C) Degree Audit**

- (1) The Degree Audit is an academic advising tool. It is an automated list of all courses in a student's program of study that are needed to meet the graduation requirements at North Central State College. The Audit allows advisors to see how students are progressing. Each student has access to his/her particular Degree Audit through MyNC. Every student has a faculty advisor who can also provide students with a Degree Audit.
- (2) The Degree Audit includes courses taken at North Central State College and may include courses transferred from other colleges/universities. Although courses taken at North Central State College are automatically added to a student's Degree Audit, transfer courses must undergo an evaluation process and then be applied to the student's Audit. Transfer evaluations are processed in the Office of the Registrar.

### **(D) Commencement Information**

Candidates for graduation will receive email notification with information about the Commencement Ceremony in early spring.

### **(E) Final Graduation Approval/Denial**

- (1) Four weeks after the close of the term, updated Degree Audits are reviewed by the Registrar's Office to officially confer or deny each degree and/or one-year certificate.

Candidates who are denied graduation must re-apply during the term in which all requirements are expected to be complete.

(2) Filing of a “Petition to Graduate” form with the Student Records Office

- (a) This Petition is approved if the student has successfully completed (or is presently enrolled in) all courses required for his/her program, is in good standing academically (not on probation), and has fulfilled all financial obligations to the College.
- (b) Students, except those with failing grades, will be given six weeks from the end of the semester in which they have petitioned, to rectify any graduation issues in order to receive a degree for that semester. Problems not rectified within the six-week period will require the student to re-petition within the prescribed deadline for graduation in a subsequent term. There is no charge to re-petition.
- (c) Following completion of all coursework in a given discipline, a student will have one year to petition.
- (c) After the one year period, a student wishing to petition must receive the approval of the Petition Review Committee (PRC). The PRC will be called by the Registrar who will serve as chair. The Committee shall consist of the Dean of Liberal Arts and one faculty member representing the academic major program as designated by the Dean of the appropriate major technology. The PRC shall have the obligation to determine if all academic requirements have been fulfilled within a program and shall have the right to specify any additional coursework which might be necessary to fulfill program requirements to ensure that conferred degrees will reflect the current course program within each technology.

Effective: September 22, 2000

Expires: October 1, 2019

Review Dates: 9/22/2000, 10/1/2014