NORTH CENTRAL MISSOURI COLLEGE
GRADUATION CHECKLIST

Follow the checklist below and you will be assured a place in line for the graduation ceremony:

☐ Have you completed the required courses for your specific degree or certificate? Check with your Advisor and the Programs of Study section of the NCMC catalog (available online as well as in print).

☐ Have you met the minimum GPA requirements? Your GPA must be at least 2.0.

☐ If you are a transfer student, have you completed at least 15 credits at NCMC?

☐ If you are transferring credit back to NCMC to complete degree requirements, have you completed the Application of Transfer Credit for Degree Completion form? This form is available in the Registrar's Office.

☐ Have you submitted all your transcripts from other institutions? All transcripts from any college or vocational technical school must be on file in the Registrar's Office.

☐ Have you paid your graduation fee and applied for graduation by the advertised deadline? Applications are available in the Registrar's Office. You must apply whether you attend the ceremony or not.

Early submission will allow for official graduation evaluation before your last semester at NCMC.

Applications are accepted beginning:	**April 1** to graduate the following **December** **November 1** to graduate the following **May** **November 1** to graduate the following **July**
Application deadline is:	**March 1** to complete in **May or July** **October 1** to complete in **December**

☐ Have you signed up for the Exit Examination? Schedule your appointment with the Staff Assistant in the Alexander Student Center (ext. 1418) after you have submitted your Application for Graduation.

NCMC has one graduation ceremony in May each year. Students who complete in the previous December, that May or the coming July are eligible to participate in the ceremony. The date of the graduation ceremony is shown in the Academic Calendar available on the NCMC website and in the catalog. When you apply by the appropriate date, you will receive information about the ceremony by mail in April. If you have further questions, please contact the Registrar's Office (ext. 1206).