

## GRADUATION FORM

Graduations are held each spring semester for all students. Students completing graduation requirements at the end of fall semester can participate in spring's graduation. Students completing graduation requirements at the end of the summer semester can participate and be awarded at the following graduation.

**Students must meet the following requirements to qualify for graduation with an associate degree:**

1. Completion of the stated program curriculum
2. A cumulative grade point average of 2.0 based upon hours taken at MC
3. Completion of the skill requirements of the program
4. Students with transfer credits must complete a minimum of 36 semester hours from MC
5. Fulfillment of all financial obligations to the College

Potential graduates must submit this form and plan to meet with the Registrar and Financial Aid as part of graduation requirements. **The graduation fee is \$95.00 and must be paid even if you are not participating.**

**Complete this form and return it to the Office of the Registrar.**

### Student Information

Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

**Please print your name exactly as you want it to appear on your degree.**

**Name:** \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

*The following information is collected in order to comply with federal regulations to report graduate students.*

**Gender:**  Male  Female    **Age:** \_\_\_\_\_

**Status:**

Citizen  Permanent Resident  Non-Resident  F-1Status

**Ethnicity:**

- |  |  |
|--|--|
| <input type="checkbox"/> American Indian/Alaskan Native  | <input type="checkbox"/> Hispanic/Latino     |
| <input type="checkbox"/> Asian American/Pacific Islander | <input type="checkbox"/> Non-Resident Alien  |
| <input type="checkbox"/> Black, Non-Hispanic             | <input type="checkbox"/> White, Non-Hispanic |
| <input type="checkbox"/> Two or more races               | <input type="checkbox"/> Other/Unknown       |

## Graduation Information

Which Catalog requirements have you been following? Indicate year \_\_\_\_\_

Graduation Semester and Year:

Fall Semester \_\_\_\_\_  Spring Semester \_\_\_\_\_  Summer Semester \_\_\_\_\_

Degree:

- Associate of Science  
 Associate of Applied Science (*only for Court Reporting*)

Program:

- Business Administration     Criminal Justice     Court Reporting  
 Entrepreneurial Studies     Paralegal Studies     ONLINE

### Do you plan to attend the graduation ceremony?

Yes, I will attend     No, I will not attend

*Note: Commencement is held once a year, in May, for previous summer, previous fall and spring graduates.*

**Cap & Gown measurements:**

*(the height and weight are for the company to determine your size. If you need assistance see the Registrar)*

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Cap size: ONE SIZE

**Are you Phi Theta Kappa (PTK) member?**

Yes (*If yes, please see PTK advisor*)     No

In applying, I understand it is my responsibility to meet all academic, financial and other obligations outlined in the college catalog from when I first matriculated and am responsible for the graduation fee. I understand that final certification requires a graduation audit completed by the Office of the Registrar. By signing this form, I acknowledge that I understand all the graduation requirements.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Office Use Only

**Department Signatures:**

Considered a Potential Graduate     Complete Graduate

Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

Financial Aid requirements have been fulfilled

Director of Financial Aid: \_\_\_\_\_ Date: \_\_\_\_\_

Financial obligations have been fulfilled

Dean of Finance: \_\_\_\_\_ Date: \_\_\_\_\_