

Graduation Checklist

Please pick up an application packet from the counseling department

Return ALL COPIES of the application along with your filing fee and completed survey to the Accounting Office, C1087.

** Applications not received by priority deadlines will be accepted, but processing will likely be delayed. The final deadline to fulfill ALL requirements is 30 days following last day of semester.*

Congratulations on your upcoming graduation from Normandale! We encourage you to apply early during the semester in which you plan to finish your coursework at Normandale Community College.

IN ORDER TO APPLY, PLEASE READ & KEEP THE FOLLOWING THREE PAGES:

1. Review the Graduation Checklist to ensure you are ready to apply for graduation. You are encouraged to meet with a counselor regarding your degree progress, if you have not done so before.
2. Please select the appropriate degree/certificate, major and emphasis (if applicable) that you are seeking. If you are seeking more than one degree or certificate, each one must be filed on a separate application. Additionally, each degree or certificate application requires a separate filing fee.
3. Applications are reviewed in the order they are received. You will be notified by mail throughout the process regarding your status. If you do not hear from us within 4 weeks following submission of your application, please call 952/487-8261.
4. Your transcript and diploma/certificate will reflect the semester term and year in which all of your graduation requirements have been met, including receiving official transcripts with final grades from transfer institutions, applications and fees, as well as clearing any holds you may have on your record. Refer to the college catalog for your program's specific requirements.
6. **Return ALL COPIES of the application along with your filing fee and completed survey to the Accounting Office, C1087.**
 - Ⓢ For all Associate Degree applications, the fee is \$20.
 - Ⓢ The Certificate Program application fee is \$10.
 - Ⓢ This is a one-time, non-refundable fee, which is applied to degree processing costs.
 - Ⓢ You may use cash, check or credit card for your payment. For your convenience, you may use the Accounting Office Drop Box or mail in your payment. Send to Normandale Community College, Attn: Accounting, 9700 France Avenue South, Bloomington, MN 55431.

This copy of the graduation application instructions is for information only.

Graduation Checklist

- ⌚ In order to be eligible for graduation with any two-year degree (AA, AS, AAS, AFA), a student must complete all requirements of a degree program, achieve at least a 2.0 cumulative grade point average of college –level coursework taken at Normandale AND submit an Application for Graduation prior to one month following the end of your final semester. Applications are available in the Career & Academic Planning Center, the Counseling Department, and the Records office.
- ⌚ Send official transcripts **with final grades** to Normandale Community College from previously attended institutions. Transcripts must be received within one month after your final semester.
- ⌚ Be sure that academic petitions have been turned in prior to application submission. **Approval of an academic petition does not re-activate your graduation application.** (Academic petitions are used for approval of course pre-requisites, course substitutions, etc.)
- ⌚ All financial obligations, incomplete grades, or other course problems must be cleared within one month following the end of your final semester. Clear any “holds” you may have on your record; e.g. past due balance, parking fine, overdue library books.
- ⌚ If your application is denied, or you do not fulfill all requirements within your requested graduation semester, you will be required to submit a Graduation Application Revision Request form.
- ⌚ To insure accurate spelling of your name, please **PRINT YOUR NAME EXACTLY** how it should appear on your diploma/certificate, using upper and lower case letters, commas, spaces, etc.
Example: LeRoy A. Smith

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- ⌚ **ADDRESS:** Please be sure that the Records Office has your current address. The address they have will be used for all correspondence regarding graduation. It is your responsibility to notify the Records office if your address changes prior to graduating or receiving your diploma/certificate. Check ‘yes’ on the front of this application if you would like Normandale to use the address provided for your permanent mailing address. **Your diploma will be mailed to you approximately 4-6 weeks following final approval. It will be mailed to the address submitted on your graduation application unless notified directly to Degree Services Department.***
- ⌚ Incomplete grades must be completed within one month following the end of your final semester. If this is not accomplished, your application will be denied and you will need to contact us regarding an application revision. Upon completion, contact the Degree Services Department*.
- ⌚ For accuracy of your final g.p.a. and total credit requirements, notices of repeated courses must be filed with Records prior to the final approval of your application.
- ⌚ **DENIED OR DELAYED APPLICATIONS:** If your application is denied, you will receive a Graduation Application Revision Request Form. **It is YOUR responsibility to notify us of any change of status that may effect the outcome of your graduation application.**
- ⌚ **Failure to complete all requirements will result in a delay of your certification. Your final certification and degree awarding will be granted once all requirements are satisfied.**

FOR YOUR INFORMATION:

DIPLOMAS and certificates will be mailed to you within eight weeks from the end of your final certification. Diplomas are not handed out at the graduation ceremony in May. The diploma will indicate the graduation date, your degree (AA, AS, AAS or AFA) and honors status, if any. **It will not include your specific program title or area of concentration/emphasis.** Please make certain we have your correct/current mailing address. If you have not met the specified application deadline for that semester, your final evaluation, degree awarding and diploma/certificate will be delayed. Diploma/certificate covers and frames are available through our bookstore.

HONORS/HIGH HONORS – Honors will be awarded to graduates with a cumulative Normandale grade point average (GPA) of 3.00 through 3.49 and high honors to graduate with a cumulative GPA of 3.50 or better. Honors will be computed in all Normandale courses numbered 1000 and above. Spring graduates will be unable to include the final semester grades to determine honors for the ceremony. However, when graduation requirements are completed officially, the final honors designation will include all grades. Your transcript, as well as the diploma, will reflect your final GPA. (Only college-level courses completed at Normandale are used to determine honors, as well as GPA.)

CEREMONY - The 2009 Graduation ceremony will be held on May 15, 2009 beginning at 6:30 p.m. at the Bloomington Sheraton in the Grand Ballroom. Commencement information and reservation forms will be mailed to all eligible applicants in late March. It is important that you be aware of the Commencement Participation Deadline, April 24, 2009. If you choose to participate, there is a \$15.00 all-inclusive participation fee. Late reservations will be charged a \$10 late fee after April 18. If you are not interested in participating in commencement, there is no need to contact us. Tickets are required for guests to attend the ceremony, as our seating is very limited. Each graduate will receive a limited number of guest tickets. Additional tickets may be available for purchase.

Participation in the ceremony does not signify completion of all degree requirements.

*** CONTACT INFORMATION ***

Department of Degree Services

Web: <http://www.normandale.edu/current/?choice=graduation>

Email: graduation@normandale.edu

Phone: 952/487-7400

Fax: 952/487-8263

- Keep this sheet for future questions! -