2015-16 Graduation Petition
Visit NorthwestState.edu/commencement for more information.

Commencement is December 14, 2015 for those completing requirements during fall 2015 and May 7, 2016 for those completing requirements during spring or summer 2016. The College holds two ceremonies, which are held at the end of the fall and spring terms.

When do I petition to graduate?
- Fall graduates must petition by September 15, 2015.
- Spring and summer graduates must petition by October 1, 2015.
- Submit petitions to the Registrar’s Office, room C106. There is no charge to file a graduation petition.

What is Graduation with Honors?
Graduation with honors is based on the grade point average from the previous term. Any student graduating with a cumulative grade point average of 3.50 or higher will be graduated with honors as follows:
- 3.50 – 3.74 Cum Laude
- 3.75 – 3.89 Magna Cum Laude
- 3.90 – 4.00 Summa Cum Laude
Honor graduates will receive an honor cord with the cap and gown. There is no charge for honor cord. The fall cumulative grade point average is used to determine honors when printing the Commencement Program. The diploma and transcript will display the honor if earned.

Do United States Veterans receive an honor cord?
Yes. Please provide proof of military service by showing proof of your DD214 to the Registrar’s Office by Oct. 1. A red/white/blue cord will be included with the cap and gown.

What time should I arrive on Commencement Day?
Report to the Atrium by 6:30 p.m. (December) or 1:15 p.m. (May) with a black robe and mortarboard. The Registrar’s Office will send more detailed information in October and March.

When do I take the Graduate Assessment Test?
Associate degree graduates are required to complete this test based on their semester of completion. You will receive an email from the Vice President for Academics that will contain additional information.

What is the process for graduation?
- Review your Degree Works audit (in your myNSCC) and determine if you will finish by fall 2015, spring or summer 2016.
- Submit the graduation petition by published deadlines.
- The Registrar’s Office will review your petition and notify you if it is approved or denied.
- You must attain a 2.00 cumulative and technical GPA to be eligible to graduate.
- In March and October, the Registrar’s Office emails detailed information about Rehearsal, Commencement, and when to pick up the cap and gown in the Bookstore.
- Diplomas are mailed 4-6 weeks after the Registrar’s Office verifies completion of requirements.

What if I applied previously, but did not complete requirements?
You must re-apply.

What if I miss the deadline to file a petition to graduate?
When you apply in the process cycle will affect if your name appears in the commencement program, if there is a cap and gown available for you, and processing of your petition. The graduation date that appears on the diploma and transcript will be the date you actually completed your requirements.

If I do not want to attend Commencement do I still need to petition for graduation?
You are expected to attend the ceremony. Regardless of whether you attend the Commencement Ceremony, you must still submit your petition by the published deadlines.

Congratulations Graduate!

“Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young.” - Henry Ford

Questions? Visit NorthwestState.edu/commencement, call the Registrar’s Office at 419.267.1315 or email registrar@NorthwestState.edu.
Your full name will appear on your diploma and in the Commencement Program as it is on record in the Registrar’s Office. If you need to change the name we have on record for you then you must submit the legal documentation to the Registrar’s Office with this petition. You may choose to use your full middle name or initial only. If you are unsure of how your name will appear, please see the Registrar’s Office.

First ______________ Middle ______________ Last ______________ ID ______________

If you think we may have difficulty pronouncing your name correctly, please write it phonetically.

Have you applied for graduation previously? _____ NO _____ YES If yes, what was your major & when? ________________

Current Address: (Notify the Registrar’s Office if your address changes in the future)

Street ______________

City ______________ State ______________ ZIP ______________

Phone (Where you can be reached until graduation): ________________

Your NSCC E-Mail ___________________________________________________________ @ students.northweststate.edu

Check the Associate degree program(s) that applies to you:

- Business Technologies:
  - __Accounting
  - __Advertising & Promotion Mgt
  - __Forensic Accounting
  - __Banking & Finance
  - __Business Management
  - __Computer Programming
  - __Entrepreneurship
  - __Human Resource Management
  - __International/Global Business
  - __Internet Security
  - __Legal Support
  - __Logistic & Supply Chain Management
  - __Medical Support
  - __Network Administration

- Business Technologies cont.:
  - Office Administration
  - Office Management
  - Paralegal Studies
  - Pre-Business Administration
  - Visual Communication-Graphic Design
  - Web Site Administration
  - Other

- Industrial Technologies:
  - __Industrial Electrician
  - __Machining CNC Programming
  - __MaintenanceTech/Mechtronics
  - __Millwright

- Math, Science & Engineering Technologies:
  - __Alternative Energy Systems Design
  - __CAD/CAM
  - __Computer Science Engineering Tech
  - __Construction Engineering Tech
  - __Electrical Engineering Technology
  - __Industrial Management Technology
  - __Mechanical Engineering Technology
  - __Plastic Engineering Technology
  - __Other

- Arts and Sciences:
  - __Associate of Arts
  - __AA in Historic Preservation
  - __Associate of Science

- Nursing:
  - __LPN to RN Advanced Standing
  - __Nursing (RN)

- Allied Health and Public Services Division:
  - __Criminal Justice
  - __Human Services
  - __Law Enforcement Academy Option
  - __Medical Assisting
  - __Paraprofessional Education
  - __Pre-Kindergarten

Check the Certificate program(s) that applies to you:

- Business Technologies:
  - __Accounting Assistant
  - __Computer Technician
  - __Logistic & Supply Chain Management
  - __Office Assistant
  - __Real Estate

- Allied Health and Public Services:
  - __Emergency Medical Services
  - __Phlebotomy Technician
  - Nursing:
    - __Practical Nursing (PN)

- Math, Science & Engineering Technologies:
  - __Computer Aided Design
  - __HVAC-R (Climate Control)
  - __Plastics Manufacturing
  - __Quality Control

- Industrial Technologies:
  - __Industrial Electrical
  - __Machining
  - __Industrial Maintenance
  - __Millwright
  - __Programmable Controller (PLC)

Check the semester you will complete your course work: _____ Fall 2015 _____ Spring 2016 _____ Summer 2016

Will you be attending commencement? ____ No ____ Yes If yes, do you have special needs? ________________

Signature __________________________ Date __________________________
Northwest State Community College Bookstore
Graduation 2016 Information

First name _____________________________ Last name _____________________________ ID _____________________________

Semester you will complete course work: _____ Fall 2015 _____ Spring 2016 _____ Summer 2016

Caps - one size fits all.

PTK & KBD official stoles may also be purchased by qualified students.

Graduation with Honors is based on the previous term grade point average. If you are graduating with honors, please ask for an honor cord when you pick up your cap and gown.

Gowns – mark check box to indicate size:

- [ ] Not Walking, but want tassel
- [ ] Not Walking, do not want cap/gown/tassel

*All sizes for gowns determined by measuring overall height

<table>
<thead>
<tr>
<th>*Height</th>
<th>Weight</th>
<th>Size</th>
<th>*Height</th>
<th>Weight</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>4'6” - 4'8”</td>
<td>up to 140</td>
<td>39</td>
<td>6'0” - 6'2”</td>
<td>up to 250</td>
<td>57</td>
</tr>
<tr>
<td>4'9” - 4'11”</td>
<td>up to 160</td>
<td>42</td>
<td>6’3” - 6’5”</td>
<td>up to 310</td>
<td>60</td>
</tr>
<tr>
<td>5’0” - 5’2”</td>
<td>up to 160</td>
<td>45</td>
<td>6’6” - 6’8”</td>
<td>up to 310</td>
<td>63</td>
</tr>
<tr>
<td>5’3” - 5’5”</td>
<td>up to 160</td>
<td>48</td>
<td>6’9” - 6’11”</td>
<td>up to 310</td>
<td>66</td>
</tr>
<tr>
<td>5’6” - 5’8”</td>
<td>up to 250</td>
<td>51</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5’9” - 5’11”</td>
<td>up to 250</td>
<td>54</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [ ]
Submit form with the Petition.

---

**NORTHWEST STATE COMMUNITY COLLEGE**  
Career Services Office  
2016 Graduate Information

**ALL GRADUATES MUST RETURN THIS FORM WITH THE PETITION FOR GRADUATION**

### APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>NSCC ID #:</th>
<th>N</th>
</tr>
</thead>
</table>

Current Address:

<table>
<thead>
<tr>
<th>City:</th>
<th>State:</th>
<th>ZIP Code:</th>
</tr>
</thead>
</table>

Personal E-mail Address:Preferred [ ]

College E-mail Address:Preferred [ ]@students.northweststate.edu

<table>
<thead>
<tr>
<th>Phone #:</th>
<th>Major:</th>
</tr>
</thead>
</table>

### CAREER SERVICES ASSISTANCE

I expect to graduate _________________________ (month & year)

[ ] Yes, I would like assistance from the Career Services Office in securing full-time employment.

[ ] No, I will not need assistance from the Career Services Office in securing full-time employment.

I am already employed at:

<table>
<thead>
<tr>
<th>Company</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Position/Title:

<table>
<thead>
<tr>
<th>Position/Title:</th>
</tr>
</thead>
</table>

I am continuing my education at:

<table>
<thead>
<tr>
<th>Name of Institution:</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I am not available for employment at this time for personal reasons

[ ] I am going into the Armed Forces

[ ] I am moving out of the Five County area

[ ] Other: __________________

### CONTACT (other than self)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
<th>Phone:</th>
</tr>
</thead>
</table>

---

2016 Graduation Petition