Dear Prospective Graduate:

If you intend to graduate, you will need to submit to the Registrar’s Office the attached two-page graduation application form before November 29, 2013. While the application is not due until the end of September, and earlier degree audit will help you ascertain whether you need to enroll in specific courses in the fall. The graduation fee of $150 will be billed to your student account in the semester you intend to complete your degree requirements.

**IMPORTANT:**
*Please note that taking courses off campus during your final semester may cause a delay in the receipt of your diploma. All grades must be received by the Registrar’s Office before you can receive your diploma.*

Note: All potential candidates cannot have more than two courses remaining at the time of application submittal.

**As a candidate for a bachelor's degree,** you must:
1) have been admitted to Notre Dame College as a degree seeking student.
2) have earned a minimum of **128** semester hours of credit.
3) have successfully completed courses fulfilling the General Education Requirements and those in the chosen major field of study.
4) have achieved a minimum cumulative grade point average of **2.00**.
5) have earned a minimum cumulative grade point average required by your major. See specific programs within the catalog for the grade point average requirement.
6) have attended Notre Dame College for at least one year, preferably the senior year, and shall have completed a minimum of **32** semester hours of course work at Notre Dame College.
7) have completed 50% of major coursework at NDC
8) have completed 50% of the final 32 semester hours of credit at Notre Dame College.
9) have completed at least **45** credits of upper-biennium (300-400) courses.

**As a candidate for an associate's degree,** you must:
1) have been admitted to Notre Dame College as a degree-seeking student.
2) have earned **64** semester hours of credit.
3) have successfully completed the Associate Degree General Education requirements and those in the chosen major field of study.
4) have attained a grade point average of at least **2.00** by the end of the first year of study.
5) have earned a minimum grade point average of **2.00** in your major field of study.
6) have attended Notre Dame college for at least one semester and successfully completed a minimum of **16** semester hours of credit at NDC.

**Candidates for graduation with honors** must:
1) have earned at least 128 semester hours of credit.
2) have completed a minimum of **64** semester hours of credit at NDC.

If you find it necessary to withdraw your application for graduation, you must do so in writing. (Forms are available in Student Services.)

May your final semesters at Notre Dame College be successful!

Sincerely,

Jameka A. Windham
Registrar
APPLICATION FOR GRADUATION

Graduation Fee: $150.00

Please note: In order to have your honors recognized at the commencement ceremony, you must have completed all degree requirements prior to participating in the commencement ceremony.

The following information will be used for mailing future graduation materials.

EXPECTED DEGREE FULFILLMENT DATE

- December 2013
- May 2014
- August

STUDENT ID

Mailing Address:

Last Name First Middle Initial Maiden

Street Address City State Zip Code

Name as you would like it to appear on your diploma

First Name Pronunciation Middle Name Pronunciation Last Name Pronunciation

Permanent Address:

Last Name First Middle Initial Maiden

Street Address City State Zip Code

Home Phone with Area Code Work or Cell Phone with Area Code

Parent(s)/Guardian(s): __________________________ Spouse: __________________________

The following information will be used for degree auditing and diploma preparation:

Census Designation: __ Traditional Degree: __ Bachelor of Arts

- WECO Bachelor of Science in Nursing

- Non-Traditional Bachelor of Science

Gender: __ Female  Associate of Science

- Male  in Health Science

I would like to participate in the May 2013 Commencement Ceremony: _________ YES _________ NO

You are following the catalog requirements for the catalog from ____________ (year). (The year you began at NDC.)

Major: __________________________

Second Major: (if any) ________________ Minor(s): (if any) __________________________

Area(s) of Concentration: __________________________
At this time of application, what requirements are still outstanding (general ed, major(s), minor(s), concentration areas, needed to reach 128 credits and 45 upper biennium credits) according to the catalog under which you entered NDC?

**PLEASE LIST BELOW ALL REQUIREMENTS NOT YET COMPLETED:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>FALL TERM 2013 YEAR</th>
<th>CR</th>
<th>COURSE #</th>
<th>SPRING TERM 2014 YEAR</th>
<th>CR</th>
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If you plan to complete any requirements at an institution other than Notre Dame, please note these below. The Registrar’s Office must receive official transcripts for any off-campus course work during Spring 2014 no later than 4:30 pm on April 25, 2014.

**NDC requirement:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>TITLE</th>
<th>CR</th>
<th>HOST INSTITUTION</th>
<th>EQUIVALENT COURSE</th>
<th>CR</th>
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If you plan to complete any requirements by CLEP test, NDC exam, NDC dept assessment, please note these below. All credit by CLEP, NDC exam and NDC assessment must be completed and paid for by December 13, 2013.

**NDC requirement:**

<table>
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<th>COURSE #</th>
<th>TITLE</th>
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<th>CLEP</th>
<th>Exam</th>
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<th>Date of Completion</th>
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Please note: You will not be permitted to participate/receive a diploma in graduation ceremonies if you have any outstanding academic requirements above and beyond what has been indicated in the application materials or if you have any financial obligation to Notre Dame College.

By signing below, I acknowledge the fact that I have read and understand the academic policies of Notre Dame College pertaining to graduation as outlined in the cover letter and the application form.

Applicant’s Signature ____________________________ Date ____________

By signing below, I acknowledge that I am aware that my advisee is applying for graduation as indicated on page 1 of this application and agree that s/he can complete the needed requirements in the given time.

Advisor’s Signature ____________________________ Date ____________

By signing below, I acknowledge that I am aware that the advisee is applying for graduation as indicated on page 1 of this application and agree that s/he can complete the needed requirements in the given time.

Division Chair’s Signature ____________________________ Date ____________