

GRADUATION APPLICATION PROCESS

1. 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 institution, applications and fees, as well as clearing holds (#5 below). Refer to the college catalog for your program's specific requirements.
2. In order to be eligible for graduation, a student must complete all requirements of a degree program, achieve at least a 2.0 grade point average of college-level coursework AND submit an Application for Graduation prior to one month following of the semester of graduation.
3. TRANSFERRING CREDITS: Official transcripts with final grades from transfer institutions must be received within one month following the end of your final semester. Failure to do so will result in denial of your application.
4. ACADEMIC PETITIONS: Petitions for waivers from graduation requirements or acceptance of outside credits that count toward your degree must be approved prior to final certification. If you have recently submitted an Academic Petition, please contact the Director of Degree Services upon notification of your status.
5. All financial obligations and/or any course problems (grade change) must be cleared by the end of your last semester. Clear and any "holds" you may have on your record; e.g. past due tuition, parking fines, overdue library books.
6. 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 Director of Degree Services 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 provided address for your permanent mailing address.

Please note: If you live in an apartment complex, it is suggested to make alternative arrangements for receiving your diploma.

7. **Incomplete grades and grade changes must be complete within one month following your final semester.** If this is not accomplished, your application will be denied for that term. Upon denial, you will receive a Graduation Application Revision Request Form. Once you have completed your course and receive a grade, return the request form for review.
8. DENIED APPLICATIONS: If you did not complete your degree requirements within the original application term and your application has been denied, you must submit a Graduation Re-Application Request form. This form is sent out with your denial letter or you may obtain a copy from the Counseling or Records departments. There is no additional fee for reapplying.

Failure to complete all graduation requirements, as specified above, will result in a delay of your degree certification, including postponement of your term completion date. Your final certification and awarding of degree will be granted once all requirements are satisfied. If your application is denied, you will receive a Graduation Re-Application Request form. It is your responsibility to notify us of changes that may occur that would change the outcome of your application.

DIPLOMAS and CERTIFICATES will be mailed to you eight (8) weeks following your final approval. Diplomas are not handed out at commencement. The diploma will indicate the graduation date, your degree (AA, AS, AAS or AFA) and honors status. It will not include your specific program title/major or emphasis in AA. **Please make certain we have the correct mailing address.** Diploma/certificate covers and frames are available for purchase at the Normandale Bookstore.

HONORS/HIGH HONORS – Honors will be awarded to associate degree graduates with a Normandale cumulative grade point average (GPA) of 3.00 through 3.49 and high honors to graduates with a cumulative GPA of 3.50 or better. Certificate programs do not qualify for honors status. Honors will be computed in all college-level courses. 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.)

COMMENCEMENT: The annual graduation ceremony is held the last Friday of Spring Semester for all Associate Degree candidates. Details commencement information will be mailed to all candidates in the spring. It is important that you make note of the Commencement Participation Deadline. You must turn in your application and notify us of your participation by this date. The deadline and process for making your reservation for commencement will be detailed in your information packet. Only those who notify us by the participation deadline will be allowed to participate in commencement. If you choose to participate, there is a \$15.00 all-inclusive participation fee. If you are not interested in participating in commencement, there is no need to contact us.

**** NEED MORE INFORMATION?** Call 952/487-7400 or email graduation@normandale.edu.