

### ***NCCC Commencement Ceremony Participation Protocol:***

Students eligible to participate in commencement ceremonies are those who have met the following requirements:

1. Applicants must submit a graduation application to the Registration & Records Office and pay the graduation fee by the published deadline. A review begins once that is received to ensure the student is eligible for graduation. The student's degree evaluation must indicate the student has met program requirements. Students who have not met all requirements are notified by the Registration & Records office that they are ineligible.
2. Students who completed all graduation requirements in the previous fall or summer semesters are eligible to participate in the spring ceremony.
3. Students enrolled in a program which ordinarily requires completion of one or two courses only offered in summer semester immediately following commencement may also participate. These students do NOT have to follow #4 below.
4. *Students who are within twelve (12) credit hours of degree completion, are enrolled in the appropriate course(s) for the summer semester, and have applied to graduate may request special consideration to participate in commencement. This is done by completing an "Application for Commencement Participation" in the Registration & Records Office. This shall require the student to attach a letter explaining the reason to be given special permission to participate in the spring commencement and should include: a) a copy of the degree evaluation indicating that the student is within the required number of hours of completion, b) a copy of the student schedule showing registration for the appropriate courses in the summer semester, c) a statement supporting the student's request for special consideration, and d) confirmation of such a request by the academic program coordinator, division chair or advisor. This request must be submitted to the Registration & Records Office by the published deadline for Spring graduation applications. The Registrar is responsible for reviewing and confirming such a request and may engage other members of the campus community in the review process. The date of graduation will be after successful completion of all required coursework, and not the date of commencement.*
5. Registration & Records will notify the Bookstore Manager and Commencement Coordinator of approved petitions resulting from #4 above.

It should be noted that participation in commencement ceremonies or inclusion in the list of graduates on the commencement program does not certify graduation. Graduation is confirmed only upon receipt of an official transcript and/or diploma.