

# INSTRUCTIONS

- ✓ Complete this form **IN FULL**
- ✓ Attach completed degree/certificate plan, signed by an advisor
- ✓ Take application form and \$50 nonrefundable graduation processing fee to the
- ✓ Business Office (cashier) window. The graduation fee is charged one time per
- ✓ Degree.
  - Outreach Center students may process Application and pay fee with the Outreach Center Director.
- ✓ Take paid Application Form to the Office of the Registrar by semester deadline

**Earning More Than One Degree** A separate application must be filed for each degree or certificate whether they are earned at the same time or during different semesters. If two degrees or certificates are earned at the same time, the graduation fee for the second is \$10. If the second degree or certificate is earned in another semester, the \$50 graduation processing fee must be paid each semester that a degree is awarded.

**Graduation Seminars** are held each semester. The purpose of these seminars is to share information regarding the graduation ceremony, exit requirements for various programs, and the MAPP exit exam, among other topics. Students should watch for e-mails from the Director of Assessment regarding the dates and times of the seminar. These dates and times are also posted on the MAC website.

**Commencement exercises** are held annually in May for students completing an AA, AAT, AGS, AAS, and AS degrees. Tickets are required for all guests attending commencement exercises. Important graduation information will be shared via e-mail. Check your MAC e-mail frequently. Students who are graduating will receive a letter of invitation to participate in commencement exercises held in May. Four to six weeks after the end of the term in which you graduated, the appropriate Dean's office will mail your diploma to the address provided on the Application for Graduation Candidacy (dates posted on the Web). Questions? E-mail [commencement@mineralarea.edu](mailto:commencement@mineralarea.edu).

**Cap and Gown measurements** Candidates are required to be measured for cap and gown in the MAC Bookstore. Dates for measurements will be posted on the Web, placed in the announcements, and emails sent to students. The cost of cap and gown is included in your graduation fee.

Completion of an **exit exam** is required of *all* degree candidates. Students will be notified of the exit exam dates by the Director of Assessment and posted on the website. Questions about the MAPP exit exam should be directed to Mike Easter at (573) 518-2188 or email at [mreaster@mineralarea.edu](mailto:mreaster@mineralarea.edu).

**Withdrawal of application** may be made by contacting the Office of the Registrar in writing. This application may not be transferred to a future term. You must reapply for graduation candidacy. The application fee does transfer to a future term.