2000 College Dr.
Madisonville, KY 42431
Telephone: (270) 821-2250
Fax: (270) 824-1866
madisonville.kctcs.edu

GRADUATION INSTRUCTIONS

1. Make an appointment with your academic advisor to complete the graduation application and the attached curriculum guide.

2. **Anyone graduating with a degree in one of the following areas must register for an exit exam. Students will <u>not</u> receive their credential until the exam has been completed. Contact the Advising & Transfer Center (824-8621) to schedule your test date.**

   Associate in Arts (AA) *or*
   Associate in Science (AS) *or*
   Associate in Applied Science (AAS) degree in:
   - Business Administration Systems
   - Computer and Information Technology
   - Criminal Justice
   - Interdisciplinary Early Childhood Education
   - Medical Information Technology
   - Mining Technology

3. Return the application and completed curriculum guide to the Admissions / Records office by the dates listed below:

May Graduation	March 1st
December Graduation	October 1st
August Graduation	June 15th

Caps and gowns will be available in the MCC Bookstore. Please contact the Bookstore for availability and information (824-1874).

NO EXCEPTIONS WILL BE MADE TO THE DEADLINES AND REQUIREMENTS LISTED ABOVE

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APPLICATION FOR GRADUATION

Name: _____ **Date:** _____

Student ID Number: _____ **Phone:** _____

Graduation Term: ☐ August ☐ December ☐ May

Credential: ☐ AA ☐ AS ☐ AAS ☐ Diploma ☐ Certificate

Major or Area of Study: _____ **Option:**_____

I am aware that a student becomes eligible for graduation when he/she has been admitted to and completed the prescribed program with a cumulative grade point average of at least 2.0. In addition, students must complete a minimum of 25% of the approved curriculum through Madisonville Community College.

I also certify that I met with my advisor, _____, on _____ and that I was informed of the courses which I must successfully complete in order to earn my credential.

Furthermore, I understand that it is my responsibility to meet the requirements stated above before I may officially graduate from Madisonville Community College.

_____ _____
(Advisor Signature) (Student Signature)

_____
(Advising & Transfer Center Signature)
Required for AA, AS, AAS (Business Administration Systems, Computer and Information Technology, Criminal Justice, Interdisciplinary Early Childhood Education, Medical Information Technology, Mining Technology)

Will you participate in the graduation ceremonies offered in May? ☐ Yes ☐ No

_____
Please PRINT your name as you want it to appear on your diploma

_____
Mailing Address (Street Address or PO Box) City ST Zip

FOR OFFICE USE ONLY

Tentative: ☐ Yes ☐ No **Date:** _____ **Final:** ☐ Yes ☐ No **Date:** _____

Denial Reasons: _____

Final GPA: _____ 25% Residency met: _____ 2nd degree (6 hours) _____

☐ High Distinction: 48 KCTCS hours for Associate / 30 hours for diploma with 3.60 CUM GPA
☐ Distinction: 48 KCTCS hours for Associate / 30 hours for diploma with 3.4 to 3.59 CUM GPA

Transfer to term: _____Entry Term: _____Total hours earned: _____