

Spring 2012 Graduation Instructions

1. Graduation applications ([college](#) including MAIS; [seminary](#)) are to be turned in with the student's registration. The deadline for submission without penalty is **February 6**. Students applying **Feb 7 – Feb 29** will be charged an additional \$75 late application fee. ***No graduation applications will be accepted after February 29.*** If you will not be able to graduate, for any reason, please inform the Registrar's office immediately. After February 6, there will be **no refunds** of the diploma fee.
2. All communication regarding graduation, including approval of your graduation application, will be sent to [student email](#). To update your email forwarding, click [here](#).
3. Graduates should check the [Graduate List](#) ([college](#); [seminary](#)) to verify all information (name, hometown, degree program, etc). The Spring Graduate Lists will be posted January 20 on the [Student Portal](#) . ***If any information is incorrect, it is the student's responsibility to contact the Registrar's Office immediately.*** If a [diploma](#) has to be re-ordered due to incorrect information and the Registrar's Office was not notified ***prior to February 6***, then the student will be charged an *additional \$100* diploma fee.
4. If a student's name is in brackets [], that student's application is **pending**. The student should check his/her academic plan regarding missing items towards their degree.
5. All [grade changes](#), [transfer credits](#), or any other details concerning [degree requirements](#) must be completed by **May 1**, or the student may be asked to delay their graduation.
6. Students are **required** to be present at rehearsal, **May 17**, and the graduation exercises, **May 18**, in order to receive their diplomas. Absences will **only** be excused by permission from the respective Dean (seminary – Dr. Keathley, college – Dr. Ashford).
7. ***Written*** requests specifying the rationale for being absent from graduation rehearsal or for graduating *in absentia* must be submitted to the Dean's Office no later than **May 1**.
8. Each student is required to complete the [Graduate Survey](#) and [Alumni Record Form](#) by **May 1**. All accounts with the seminary must be cleared by **May 16**.
9. See also [Graduation Checklist](#) for other relevant deadlines and graduation information.