

## Application for Graduation

**Graduation** signifies the successful completion of all degree requirements and entitles qualified students to receive the following:

- **A diploma** that commemorates this achievement.
- **An official transcript** that documents and certifies the degree earned.

Please note that neither a diploma nor a transcript will be issued to graduates who have not paid their financial account balance in full.

**Commencement** is a ceremony that celebrates this academic achievement in the presence of family, friends, faculty, and classmates. All participating graduates wear traditional academic regalia (cap and gown) that signifies the conferral of their degree. Commencement is held in the Saliba Chapel on the Mount Vernon campus.

Participation in commencement is encouraged but not required. Graduates who will complete all degree requirements by the end of the summer semester and who have paid their financial balance in full are eligible to participate in commencement.

If you plan to participate in commencement, caps and gowns must be ordered by **March 1**. The University orders regalia only for those who indicate on the application form that they will participate. Submitting the application on time also ensures that your diploma is ordered. The application initiates the graduation process, and no action will be taken until it has been submitted.

The University awards an Associate's degree automatically at the end of the Fall and Spring semesters at no charge, provided that graduation requirements are met.

- Students receiving their first Associate's degree do **not** need to submit a graduation application unless they wish to participate in commencement.
- Students seeking their first Associate's degree and participating in commencement must submit an application and pay the **\$50 graduation fee**.
- Students seeking a **second Associate's degree** must submit an application and pay the **\$50 graduation fee**, regardless of whether they participate in commencement.
- Students applying for graduation with a **Bachelor's degree** must submit an application and pay the **\$150 graduation fee**, regardless of participation.
- Students applying for graduation with a **Master's degree** must submit an application and pay the graduation fee: **\$150** if participating in commencement or **\$50** if not participating.

### Graduation Fee Table

Degree Type	Walking (\$)	Non-Walking (\$)
First Associate's Degree	50	No charge
Second Associate's Degree	50	50
Bachelor's Degree	150	150
Master's Degree	150	50

The graduation fee will be charged automatically to the student account. The account must be paid in full and all holds must be cleared before a diploma or transcript can be released.

The deadline to submit a graduation application **if you plan to participate in Commencement** is **February 15**.

The deadline to submit a graduation application for **Summer graduation (non-walking)** is **June 1**.

For graduates who do not participate in commencement, the University will mail diplomas by certified mail (signature required). If preferred, diplomas may also be picked up in person at the

Registrar's Office during regular business hours.

If you have questions about graduation requirements or procedures, please contact the Registrar's Office at:

**Phone:** (912) 583-3240

**Email:** [dkim@bpc.edu](mailto:dkim@bpc.edu)