

# Graduation Petition

Congratulations on reaching this point in your academic journey. There is a great deal of important information here, so please spend some time learning and understanding how the process works. We look forward to partnering with you the rest of the way. Please keep your graduation counselor posted of any changes and questions you may have through this process. Thank you, and God bless.

## Graduation Policies and Procedures

- ❖ Petitions should be turned into the Office of the Registrar at least one year prior to graduation
- ❖ Petitions filed late will be charged \$200 (A late petition: Any petition received on or after the 1<sup>st</sup> day of your final semester.)
- ❖ Absolute last day for petitions to be accepted in the Registrar's Office is March 23 for Spring graduation and Nov. 15 for Fall graduation
- ❖ ALL transcripts, and outstanding documents (for example: substitution forms, writing competencies and other documents needed for graduation) are due into the Registrar's Office by March 23 for May graduation and November 15 for December graduation!
- ❖ Students who have outstanding documents will not appear on the graduation list until the documents needed are received by the Registrar's office no later than the April and November deadlines

## How the Graduation Petition process works

- Print out an Unofficial Transcript using myBiola. Also, print out a copy of your Degree Audit (available only for current students)
- Fill out petition unless department advises you to wait until you meet with your major academic advisor.
- **Make an appointment to meet with your major academic advisor(s) for review of petition and obtain necessary Department Chair approval and signature.** Student and advisor(s) must list any requirements that have not been met.
- Complete Torrey's Upper Division Course Form, located on the Torrey Honors Wardrobe, and submit to the Torrey office with your petition. Note: Your graduation petition will not be accepted to the Torrey office for review without the Upper Division Course Form.
- You must submit completed petition to Office of the Registrar and then make an appointment to meet with your graduation counselor.
- When you meet with your graduation counselor, you will be given a copy of your petition and other advising worksheets.

## Filling out your Graduation Petition

1. Use a **PENCIL** when filling out Graduation Petition.
2. Refer to your "**contract catalog**" - i.e. the catalog year in which you entered Biola (2012-2013, etc).
3. Using your "contract catalog," list in the order given the title and number of specific courses required in your major/emphasis in the appropriate columns.
4. **Elective courses** must be listed in the elective column. It is possible that elective courses in your major may be needed to meet the total units required.
5. **Use the following codes in the left-hand margin of each column to note the semester that remaining courses will be completed: F = Fall, S = Spring, SS = Summer Session, Tr = Transfer, include the year for each code. (i.e. F16)**
6. Record the units for each course only ONCE. If a single course fulfills two requirements, you must put a "0" in the unit column the second time the course is listed.

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7. At the bottom of each column add up and record the number of units pertaining to General Education, Bible & Theology, Education & Credential (if seeking teaching credential) Major/Emphasis, and Electives/Minor. Please make sure you add all of these up on the front left hand corner of the petition too.
8. When you are adding up your units for graduation, **note the following restrictions:**
  - a) Only 8 units of P.E. may be counted towards your graduation requirement. (Unless you are a Physical Education major)
  - b) Only 1 unit of the same P.E. activity can be counted towards the 4 units of general education P.E. requirement. However, an intermediate or advanced class in the same skill/activity may be taken for credit.
  - c) Only 8 units of applied music or performance classes may be counted towards your graduation requirement (Unless you are a Music major)

#### **What you need to know about taking units outside of Biola University**

- If you are given permission by your Graduation Counselor to transfer in classes your last semester, be advised that you will **not** be placed on the graduation list until all transcripts (and graduation documents) have been received by the Registrar's Office no later than March 23 if planning to graduate that May, and November 15 if you plan to graduate that December. **If a transcript or document needed for graduation comes in after the 15<sup>th</sup>, you will not be able to participate in the upcoming graduation. You may participate in the next available graduation assuming all transcripts and necessary documents are received by the next deadline.**
- Your degree will be posted on the next available posting date if any transcript is received after the graduation date. All classes taken at other colleges/universities will only transfer to Biola with a "C" or higher (a C – minus will not count). Check with the Office of the Registrar either in person or online to see if the class you need is pre-approved.
- You may not take any class in Winter Interterm and still walk in the December ceremony or count the units toward your December degree posting.
- **Official transcripts must be MAILED**, (hand delivered transcripts are not accepted) to Biola's Office of the Registrar.

#### **Other Important Graduation Information**

1. **Grades and G.P.A.:** A "C" average (2.0 G.P.A.) is required in all coursework at Biola and in your major. Some majors have specific G.P.A. requirements- consult the University Catalog.
2. **Absentia:** You are expected to participate in the graduation ceremony. If extenuating circumstances arise, you must submit a written request to the Office of the Registrar for permission to graduate in absentia. This is required at least six weeks prior to commencement.
3. **Name Changes:** Name changes can only be made for current Biola students. They must be made in the Office of the Registrar and with the graduation counselor at least eight weeks prior to graduation to ensure that the correct name will appear on the commencement program and your diploma.
4. **Honors:** For the commencement program, honors are computed on the cumulative G.P.A. of all work completed at Biola PRIOR to your final semester. The honors on your diploma are computed based upon your FINAL cumulative G.P.A. at Biola.

**Thank you for reading! Hold on to this page for your records!**

# BIOLA UNIVERSITY

## Undergraduate Petition for Graduation (due a year before graduation)

### Torrey Honors Institute / Morgan House

**Last day for a petition to be accepted in the Registrar's Office is March 23 for Spring graduation or Nov. 15 for Fall graduation (includes \$200 late fee)**

*Please use pencil*

Name (legal name): \_\_\_\_\_ Student ID # \_\_\_\_\_  
(Last) (First) (Middle)

Phone Number \_\_\_\_\_ Alternate/Non-Biola Email \_\_\_\_\_ Graduation Date \_\_\_\_\_  
(ie. May 2017 ; Dec 207, etc.)

Major \_\_\_\_\_ Emphasis \_\_\_\_\_ Minor \_\_\_\_\_  
(Torrey students do not receive a Bible minor)

Degree \_\_\_\_\_ "Contract Catalog" years \_\_\_\_\_  
( BA, BS, BM, BFA ) ( i.e. 2013-2014 )

**I waive my confidential privacy designation for the purpose of including my name in the graduation program and having my name announced publicly as part of the graduation ceremonies. Also, my signature gives the Registrar permission to mail my diploma to my permanent address on file.**

**Student signature** \_\_\_\_\_ **Date** \_\_\_\_\_

The above-named student is a candidate for graduation in the class of \_\_\_\_\_ with the degree stated above. I certify that by completing the courses herein listed, this student will have met the specific requirements that I have imposed by my department.

**Major Department Chairperson** \_\_\_\_\_ **Date** \_\_\_\_\_

Graduation Petition:  Approved  Conditional\* *Writing Competency Requirement Fulfilled*

\*If conditional, explain \_\_\_\_\_

**Minor Department Chairperson** \_\_\_\_\_ **Date** \_\_\_\_\_

Graduation Petition:  Approved  Conditional\*

\*If conditional, explain \_\_\_\_\_

**Torrey Chairperson** \_\_\_\_\_ **Date** \_\_\_\_\_

**Education Chairperson** {Education Majors only} \_\_\_\_\_ **Date** \_\_\_\_\_

Graduation Petition:  Approved  Conditional\*

\*If conditional, explain \_\_\_\_\_

OFFICE USE ONLY	
1 <sup>st</sup> Check	_____
2 <sup>nd</sup> Check	_____
3 <sup>rd</sup> Check	_____
Total Units	_____
Honors	_____
Post Degree	_____

Add up totals from other side	
General Education	_____
Bible	_____
Education	_____
Major/Emphasis	_____
Elective/Minor	_____
<b>TOTAL 120/130/142</b>	_____

**Transfer Courses: List courses you will transfer in towards your degree requirements that are not yet completed. All transcripts are to be sent and in the Registrar's Office by March 23 for May graduation and November 15 for December graduation. A transcript received after these dates will postpone your graduation!!**

School	Course Title	Units	Start & End Dates	Course pre-approved?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**How to complete Torrey Honors Institute / MORGAN HOUSE Undergraduate Petition for Graduation:** Use your Degree Audit, Transfer Evaluations & Senior Petition Transcript (*order from the Office of the Registrar*). Write the total credits for each course you completed (i.e. 4) in the individual unit spaces. Write semester & year (i.e. S17, F17, etc.) in the unit spaces of the courses you are currently taking and will be taking in future semesters . Write **TR** for transfer classes you are taking and/or will be taking in the future as well as semester and year ( i.e. **TR S17, TR F17** ). Please include Dept. abbreviation, Course number, and Class title (i.e. **YMDT 110 - Greek Tht.; CNMA 460 -Adv. Prod.**)

Units	General Education	Units	Bible	Units	Major / Emphasis	Units	Major Continued
_____	YMDT 110 Greek Thought 4	_____	YMDT 111 OT Beginnings 4	0	Writing Competency	_____	_____
_____	YMDT 122 Church Fathers & Life of Christ 8	_____	YMDT 125 Greco-Roman Thought 4	_____	_____	_____	_____
_____	YMDT 214 Medieval & ReformationThought 8	_____	YMDT 217 Pauline Epistles 4	_____	_____	_____	_____
_____	YMDT 220 Early Modern Thought 8	_____	YMDT 226 Wisdom Lit 4	_____	_____	_____	_____
_____	Foreign Language 4-12	_____	YMDT 310 Revivalism & Romanticism 4	_____	_____	_____	_____
_____	_____	_____	YMDT 325 19 <sup>th</sup> Century Thought 4	_____	_____	_____	_____
_____	_____	_____	YMDT 410 America 4	_____	_____	_____	_____
_____	_____	_____	YMDT 465 20 <sup>th</sup> Century Thought 4	_____	_____	_____	_____
Years of High School Foreign Language _____ (i.e. Spanish, French, German, etc.) *0 units for High School language		_____	<b>Or</b> BBST 465 Integ. Seminar 3 (Only if your major requires it)	_____	_____	_____	<b>TOTAL</b>
_____	Physical Education 4 (4 different activities)	_____	<b>TOTAL Bible/Theology*</b> *No additional Bible courses except for Bible and Christian Ministries majors	_____	_____	_____	<b>Units Elective/Minor</b>
_____	_____	_____	<b>Units Torrey Honors Thesis</b>	_____	_____	_____	<u>First Year Seminar (if taken)</u>
_____	_____	_____	YMDT 480 Honors Thesis 4	_____	_____	_____	_____
_____	_____	_____	<b>Units Education Majors ONLY</b>	_____	_____	_____	_____
_____	Science / Math 8	_____	301 Intro to Teaching 3	_____	_____	_____	_____
_____	Math _____ (at least 3 units)	_____	330 Psych Found of Ed 3	_____	_____	_____	_____
_____	Science _____ (at least 3 units)	_____	341 Methods Linguistic Diverse Students 3	_____	_____	_____	_____
_____	(More units in Math or Science if 8 units not met)	_____	420/425 Reading 3	_____	_____	_____	_____
_____	<b>TOTAL General Education</b>	_____	431/432 Elem. Cr/Fld. 3,1	_____	_____	_____	_____
_____		_____	436/ 437 Sec. Cr/Fld. 3,1	_____	_____	_____	_____
_____		_____	Student Teaching 6,6	_____	_____	_____	_____
_____		_____	<b>TOTAL Education</b>	_____	<b>TOTAL Major / Emphasis</b>	_____	<b>TOTAL Elective / Minor</b>