

# Graduation Petition

## 2018 – 2019 and future catalogs

Congratulations on reaching this point in your academic journey. Please read the following information carefully.  
We look forward to partnering with you the rest of the way.

### **Graduation Policies and Procedures**

- ❖ Submit a petition to the Office of the Registrar during your Junior year.
- ❖ Petitions should be submitted to the Office of the Registrar no later than March 15 for Spring graduation and November 15 for Fall graduation.
- ❖ A \$200 late fee will be assessed for any petition submitted after the last day of the Add period of the student's desired term of graduation. All transcripts and outstanding documents (for example: substitution forms, writing competencies and other documents needed for graduation) are due into the Office of the Registrar no later than March 15 for Spring graduation and November 15 for Fall graduation.
- ❖ Students with missing documents will not appear on the graduation list until all documents are received by the Office of the Registrar.

### **How the Graduation Petition process works**

- ❖ Use your unofficial transcript and Degree Audit to help fill out the Graduation Petition.
- ❖ Fill out the petition, and contact your major department for instructions on how to submit it. The Department Chair will sign the petition once it has been approved.
- ❖ Your department will send the approved petition to your graduation counselor, who will contact you about your petition once it has been reviewed. They will go over the necessary steps in order for you to graduate.
- ❖ After meeting with your graduation counselor, if you have any changes to your petition, please notify him or her as soon as possible.

### **Filling out your Graduation Petition**

- ❖ Refer to your catalog year - i.e. the catalog year is printed on your Degree Audit near the top, right side (2018-2019, etc).
- ❖ Using your catalog year, list in the order taken the title and number of specific courses required in the appropriate columns.
- ❖ 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. S21, SS21, F22).
- ❖ Record the credits for each course only once. If a single course fulfills two requirements, place a "0" in the credit column the second time the course is listed.
- ❖ At the bottom of each column add up and record the number of credits pertaining to Core Curriculum, Bible, Education (if seeking teaching credential) Major, and Electives/Minor. Please make sure you add up all the columns in the box on the front left hand corner of the petition. Please be sure to sign your name in the "student signature" line on the front page - this will act as your signature and approval.

### **When you are adding up your credits for graduation, note the following restrictions:**

- ❖ Only 30 credits of Bible/Theology may be counted towards your graduation requirement unless you are a Biblical Studies major or a Christian Ministries major).
- ❖ Only 8 credits of Physical Education may be counted towards your graduation requirement unless your major requires more.
- ❖ Only 8 credits of applied music or performance classes may be counted towards your graduation requirement unless you are a Music major.

### **Taking credits outside of Biola University**

- ❖ Inform your Graduation Counselor of any plans to transfer in classes your last semester. Be advised that you will be approved for graduation once all transcripts (and other graduation documents) have been received by the Office of the Registrar. The last date to submit documents is March 15 if planning to graduate that May, and November 15 if you plan to graduate that December.
- ❖ Your degree will be posted on the next available posting date if any transcript is received after the graduation date.
- ❖ All classes at other colleges/universities will only transfer to Biola with a "C-" or higher. Check with the Office of the Registrar either in person or online to see if the class you need is pre-approved.
- ❖ Official transcripts must be mailed or electronically delivered from other schools. Hand delivered transcripts are not considered official.

### **More Important Graduation Information**

- ❖ A minimum "C" average (or a 2.0 grade point average) in the major and a cumulative GPA of 2.0 taken at Biola University.
- ❖ If you will be absent from the graduation ceremony, please inform your graduation counselor one month prior to graduation.
- ❖ Name changes can be made in the Office of the Registrar and should be completed a month prior to the graduation.
- ❖ For the commencement program, honors are awarded based on the cumulative G.P.A. of all work completed at Biola (minimum of 60 credits) prior to your final semester. The honors on your diploma are calculated based upon your final cumulative G.P.A. at Biola.

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

# BIOLA UNIVERSITY - Torrey (2018 and 2019 catalogs)

Undergraduate Petition for Graduation (due during your Junior year)

Submit petitions to the Office of the Registrar by March 15 for Spring graduation or Nov. 15 for Fall graduation (includes \$200 late fee)

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

Phone Number \_\_\_\_\_ Alternate/Non-Biola Email \_\_\_\_\_ Graduation Date \_\_\_\_\_  
 (May 2020, Dec. 2020, etc.)

Major \_\_\_\_\_ Emphasis \_\_\_\_\_ Minor \_\_\_\_\_  
 (For BIBLE minor, please write BIBLE on line)

Degree \_\_\_\_\_ Catalog Year \_\_\_\_\_ Do you plan to walk in the Graduation Ceremony? \_\_\_\_\_  
 (BA, BS, BM, BFA) ( i.e. 2020-2021, etc. ) (Yes or No)

**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 \_\_\_\_\_

I certify that completion of the courses listed here will meet the specific degree requirements of our department.

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

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

Torrey Honors Director \_\_\_\_\_

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

Minor Department Chairperson \_\_\_\_\_

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

Education Chairperson \_\_\_\_\_

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

<b>Office Use Only</b>	
<b>1<sup>st</sup> Check</b>	_____
<b>2<sup>nd</sup> Check</b>	_____
<b>3<sup>rd</sup> Check</b>	_____
<b>Total Credits</b>	_____
<b>Honors</b>	_____
<b>Degree Posted</b>	_____
<b>Date</b>	_____

<b>Add up totals from next page</b>	
Torrey _____	_____
Other Core _____	_____
Major _____	_____
Elective/Minor _____	_____
<b>Minimum Total of 120</b> _____	_____

**If planning to take classes outside Biola in the future, list them here. Official transcripts from other schools need to be received by the Office of the Registrar by March 15 for Spring graduation and November 15 for Fall graduation.**

<u>School</u>	<u>Course Title</u>	<u>Credits</u>	<u>Start &amp; End Dates</u>	<u>Pre-Approved? Y/N</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**How to complete the Petition for Graduation:** Use your Degree Audit and Unofficial Transcript from My Account. Write the total credits for each course you completed (i.e. 3) in the individual credit spaces. Write semester & year (i.e. **S 20**, **F 20**, **SS20**, etc.) in the credit spaces of the courses you are currently taking and will be taking in future. 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 S20**, **TR F20**). Please include Subject Code, Course Number, and Class Title (i.e. **CNMA 460 –Adv. Prod.**).

Credits	Torrey	4	Credits	Other Core Requirements	1	Y/N	Major	Credits	Major Continued
_____	HNRS 101	4	_____	Physical Activity	1	_____	___ Writing Comp Passed?	_____	_____
_____	HNRS 102	4	_____	Lifetime Wellness	1	_____	_____	_____	_____
_____	HNRS 105	4	_____	Foreign Language	4-8	_____	_____	_____	_____
_____	HNRS 106	4	_____	_____	_____	_____	_____	_____	_____
_____	HNRS 210	4	_____	_____	_____	_____	_____	_____	_____
_____	HNRS 215	4	_____	# ____ of years of	_____	_____	_____	_____	_____
_____	HNRS 230	4	_____	High School language	_____	_____	_____	_____	_____
_____	HNRS 231	4	_____	Math	3	_____	_____	_____	<b>Total Major Continued</b>
_____	HNRS 324	4	_____	Science	3	_____	_____	_____	<b>Credits</b>
_____	HNRS 327	4	_____	<b>Total Other Core</b>	_____	_____	_____	_____	<b>Elective/Minor</b>
_____	HNRS 338	4	_____	_____	_____	_____	_____	_____	<u>First Year Seminar (if taken)</u>
_____	HNRS 440	4	<b>Credits</b>	<b>Education Majors only</b>	_____	_____	_____	_____	_____
_____	HNRS 450	4	_____	301 Intro to Teaching	3	_____	_____	_____	_____
_____	HNRS 460 (BAs only)	2	_____	330 Psych Found of Ed.	3	_____	_____	_____	_____
_____	HNRS 465 or	4	_____	341 Mthds Lingtic Div.	3	_____	_____	_____	_____
_____	BBST465	3	_____	420/425 Elem. Reading	3	_____	_____	_____	_____
_____			_____	431/432 Elem. Cr/Fld	3,1	_____	_____	_____	_____
_____	<b>Total Torrey</b>		_____	436/437 Sec Cr/Fld	3,1	_____	_____	_____	_____
_____			_____	Student Teaching	6,6	_____	_____	_____	_____
_____			_____	<b>Total Education</b>	_____	_____	_____	_____	_____
			_____	_____	_____	_____	_____	_____	_____
			_____	_____	_____	_____	_____	_____	_____
			_____	_____	_____	_____	_____	_____	_____
			_____	_____	_____	_____	<b>Total Major Requirements</b>	_____	<b>Total Electives/Minor</b>

Add up totals on front page!