



# Bethune-Cookman University

Founded in 1904 by Dr. Mary McLeod Bethune

Trudie Kibbe Reed, Ed.D., President

## Office of the Registrar

### DEGREE REQUEST POLICY

The fee is \$40.00 per degree (money order, cashier's check, or cashier confirmation number)  
The turn-around period for a degree order is 6-8 weeks.

### REQUEST BY MAIL:

Please forward your request in writing with a money order or cashier's check to:  
Bethune-Cookman University  
Attention: Registrar's Office  
640 Dr. M. M. B. Blvd.  
Daytona Beach, FL 32114

Please provide:

- Full Name (how it will appear on the degree)
- Social Security Number or Date of Birth
- Major
- Year of Graduation
- Return Address
- Your signature

**Note: No Personal Checks Accepted**

### REQUEST BY FAX OR E-MAIL:

Credit or debit card payment must be processed by the Cashier's Office (386) 481.2289 or 481.2292. For your protection, we ask that you do not forward credit or debit card information to our office. Please forward your degree request to our office via fax (386) 481.2550 or via e-mail ([wigginsj@cookman.edu](mailto:wigginsj@cookman.edu)). Please provide the information requested above.

### EXPRESS MAIL:

Express Mail shipment is optional for \$13.75 and will be mailed within 48 hours once we have received the official document. Please indicate on your request if you paid for express shipment.

*Sustaining a legacy of faith, scholarship and service*

640 Dr. Mary McLeod Bethune Blvd. · Daytona Beach, FL 32114-3099  
386.481.2525 · Fax 386.481.2550  
[www.bethune.cookman.edu](http://www.bethune.cookman.edu)