



**BETHUNE-COOKMAN UNIVERSITY**  
**Prospective 2011-2012 Graduates Updates**  
**Commencement – Saturday May 12, 2012**

◇ **Degree Application Deadlines:**

- **Summer/Fall, 2011\*** – January 31, 2011;    ○ **Spring, 2012** – October 21, 2011
- **Summer/Fall, 2012** – January 31, 2012

- ❖ **Bachelor's degree applications are due in Registrar's Office.**
- ❖ **Masters degree applications are due in Graduate and Professional Studies Office.**

- ✓ Upon submitting degree applications, undergraduates must make appointments with the receptionist (386-481-2082) in the registrar's office for degree audit/ evaluation of graduation. Please confirm that your degree application has been submitted to the registrar's office. **It is your responsibility!**

# DEGREE APPLICATION

- ✓ **Criteria to participate in ceremonies:** All students must complete all academic requirements and must have taken care of financial obligation with the institution including grad fee which is required by all graduates as well as processing a financial aid exit counseling interview through the financial aid office.. Under grads' graduation fee - \$75.00; Grad students' graduation fee - \$105.

## PLEASE NOTE:

- ❖ All prospects must apply by completing Degree applications (signed by advisors, department heads and academic deans). **Spring final exams on the main campus for graduating seniors is April 21-22 (Final exams are scheduled during summer/fall FOR ALL STUDENTS on same dates).** If students are taking courses at other institutions, names of courses and institutions should also be indicated on the degree applications. An official transcript must be submitted to the registrar's office by the **deadlines** for grades for the respective semesters at which time grades will be posted in computer. Summer A-June 21, Summer B-July 26, Fall-December 13; and April 25, are deadlines for grades to be in registrar's office respectively. **Note: Students are strongly encouraged NOT to take courses at other institutions during the spring semester of their anticipated semester of graduation in order to avoid time conflict with deadlines to have final grades in registrar's office.**
- ❖ Based on curriculum guides in catalogs prior to fall, 2009, students must satisfy graduation requirements for respective majors having earned, at least 124 hours; and at least 120 hours based on the curriculum in the 2009-2010 catalog - all students must have a minimum CGPA of 2.00.

## Prospective 2011-12 Graduates Updates

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- ❖ **Academic Honors CGPA:** Cum laude, 3.25-3.49; Magna cum laude 3.50-3.74; Summa cum laude, 3.75 & above; **Graduate/Masters honors, 3.80 & above.**

\*No Ceremony (degrees to be conferred during spring commencement only). **Summer/Fall graduates** will be coded respectively on the spring commencement printed program; ***Posted grad dates-transcripts and diplomas will have specific completion dates/June18; July20; December 10, 2011 on them.*** Diplomas will not be issued until they have been conferred by the president during commencement. All diplomas and two (2) complimentary official transcripts will be mailed to addresses indicated on degree applications approximately 10 to 12 weeks after commencement. **Summer/Fall grads** who have cleared **financial obligations including financial aid exit interview with the financial aid office (required by all graduates)** may receive their 2 complimentary official transcripts upon request prior to commencement.

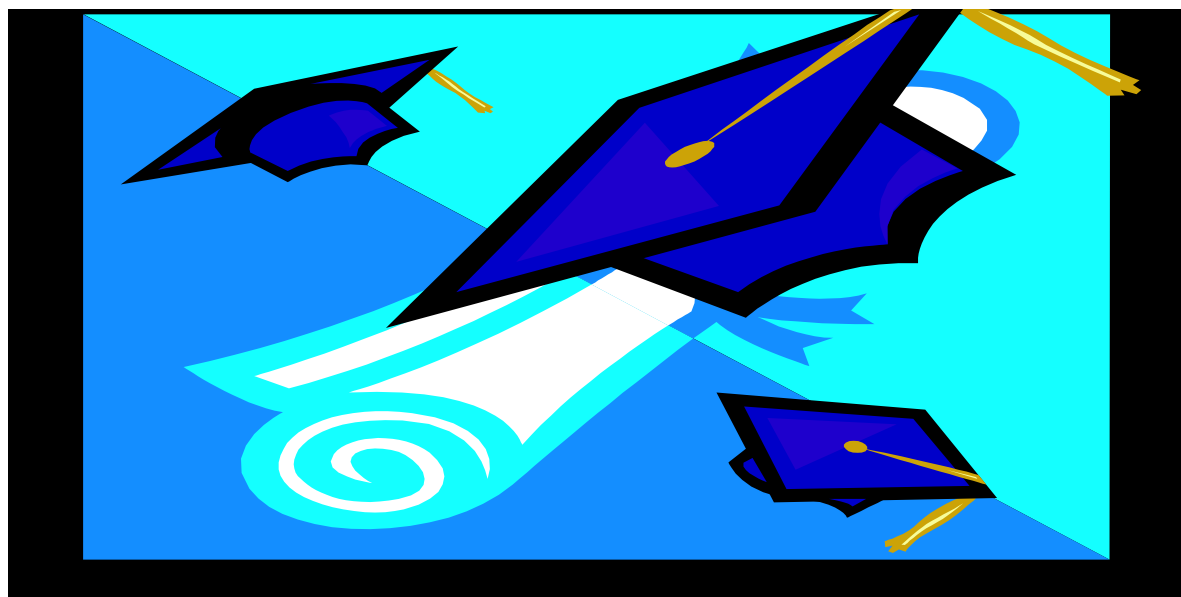


**Please Note: If you do not complete requirements for graduation on your anticipated date on your application, it is your responsibility to reapply. Don't assume that we know that you are resuming your obligations without interruption!**

*Prepared by Mrs. Annie L. Thomas, Associate Registrar/Supervisor,  
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386-481-2525; 386-481-2520  
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DEGREE APPLICATION

# Graduating?



## DEGREE APPLICATION

Deadline for Spring Graduates-October 22, 2010

Commencement - May 5, 2011

**Note: Students who applied for graduation during previous semesters, but did not successfully complete requirements and anticipate completion by the end fall, 2010 semester must re-apply now! Also, students who plan to complete requirements during the 2011 spring semester must apply now. All prospective undergraduates must make an appointment for a degree audit (an evaluation) upon submission of degree application to the registrar's office.**

**Bethune-Cookman University  
Office of the Registrar**