



Graduation Petition

Petitions must be turned into the Office of the Registrar before your final semester.
Petitions filed late will be charged \$200.
(A late graduation petition is defined as any petition received after the 1st day of your final semester.)

Important Deadlines

Petitions for graduation will be accepted prior to November 1st for Fall Commencement and April 15th for Spring Commencement. Thereafter the student will need to participate in the following commencement.

Step by Step: How to Complete your Graduation Petition

- ◇ Graduation/Senior Petition. Pick up at Office of the Registrar or department secretary.
- ◇ Petitions for Graduation are also available on-line

Petition Form

- [Senior Petition form](#)
 - [\(Johnson\)Senior Petition form](#)
 - [\(Morgan\)Senior Petition form](#)
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- ◇ You will need to complete the form on-line (will tally units for you) then print it off and take to your Department for a signature from the Chair.
 - ◇ Unofficial transcript from Office of the Registrar or you may print from your BSI account.
 - ◇ Print a copy of your individual degree audit. Access it through your BSI account located at www.biola.edu under Quick Menu, Access BSI, My Student Info, check My Degree Audit, enter student ID & Password, print.
 - ◇ Make an appointment to meet with your 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.
 - ◇ Submit completed Petition to Office of the Registrar to be evaluated by a graduation counselor, located in Metzger.
 - ◇ Allow 3 – 4 weeks for processing, this depends on time during the semester it is submitted.
 - ◇ When petition processing is complete, a copy of your evaluation will be mailed to your Campus Box, unless you specifically request otherwise.
 - ◇ IT IS YOUR RESPONSIBILITY to notify your graduation counselor if there are ANY changes made to your classes/schedule. Neglecting to do so has potential to delay your graduation.

Filling out your Graduation Petition

1. Use a **PENCIL** when filling out Senior Petition. You may also use on-line form at our website.
2. Refer to your “**contract catalog**” - i.e. the catalog in which you entered Biola.
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, I = Interterm, S = Spring, SS = Summer Session, Tr = Transfer, include the year for each code.** (i.e. F04)
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.
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.
8. When you are adding up your units for graduation, **note the following restrictions:**
 - a. **Only 30 units of Bible/Theology** may be counted towards your graduation requirement. (Unless you are a Biblical Studies major or Christian Education major)
 - b. **Only 8 units of P.E.** may be counted towards your graduation requirement. (Unless you are a Physical Education major)
 - c. 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 – so one activity can be taken twice.
 - d. **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

- ◇ All transcripts are due BEFORE your final semester.
- ◇ Official transcripts must be MAILED, (hand delivered transcripts are not accepted) to Biola’s Office of the Registrar.
- ◇ Substitution forms with necessary signatures approving substitutions are to be filled out and submitted with Graduation Petition.
- ◇ If it becomes necessary that you need to take classes off campus during your final semester, the classes **MUST** meet proper approval. An “**Off Campus Class Request Form**” must be filled out. You will then be required to submit **(1) Proof of Registration**, and **(2) Progress Reports at the 5th and 10th weeks of the semester.**
- ◇ We greatly discourage Louisiana State University correspondence during their final semester. Only allowed with the understanding that it must be finished April 1st (Spring) and November 1st (Fall). No one can walk in graduation without-standing correspondence. Advise students that correspondence can definitely delay their graduation.

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. Receiving an “F” in a course or failing to obtain the required G.P.A. during your final semester can result in your being eliminated from graduation
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 must be made in the Office of the Registrar and with the graduation counselor at least six 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.

Students Cap & Gown Information

Name _____

ID# _____

Date of Graduation _____

My home state is _____

My height is _____ My weight is _____

* This allows us to fit you with the proper size/length gown for the graduation ceremony.