

Graduation Petition

Petitions should be turned into the Office of the Registrar one year prior to graduation.

Petitions filed late will be charged \$200.

(A late petition is defined as any petition received on or after the 1st day of your final semester.)

ATTENTION – New Policy: If you take a class or classes outside Biola during your final/graduating semester, **you must submit Proof of Registration to your graduation counselor in order to be placed on the graduating list** for the ceremony you want to attend. Please read the section below (next page) entitled **“What you need to know about taking units outside of Biola University**

How to Complete your Graduation Petition

- Graduation/Senior Petition. Pick up at Office of the Registrar, department secretary, or download and print from www.biola.edu.
- Order a free Senior Petition Transcript from Office of the Registrar and/or use a copy of your Grade Report printout on Portal.
- Print a copy of your degree audit. Access it through your Portal account located at www.biola.edu.
- **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 4-6 weeks for processing.
- When petition processing is complete, a copy of your evaluation will be mailed to your Campus Box,
- unless you specifically request otherwise.

PLEASE notify your graduation counselor if there are ANY changes made to your classes/schedule. Neglecting to do so could potentially delay your graduation.

Filling out your Graduation Petition

1. Use a **PENCIL** when filling out Senior Petition.
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 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)

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- 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.
- 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

- If you take a class or classes outside Biola during your final/graduating semester, you must submit Proof of Registration to your graduation counselor in order to be placed on the graduating list for the ceremony you want to attend.
- All classes taken 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.
- For the Fall semester, all outside classes must end by the graduation date in December. 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
- For the Spring semester, all outside classes outside of Biola must be completed by June 30 in order to walk. All classes that go beyond the May graduation date will have degree postings of August 31 if an Official Transcript is received by that date.
- All **official transcripts for completed classes at other colleges/universities taken prior to your last semester are due** by the start of your last/graduating semester, and are to be sent to the Registrar’s Office.
- **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.

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.