



GRADUATION APPLICATION

Please PRINT your name exactly as you want it to read on your diploma.

Name: _____ Date: _____
(Please print)

E-mail address after graduation: _____

Home Phone: _____ Cell Phone: _____

Regalia Height: _____ Weight: _____ MALE FEMALE

Expected Date Of Graduation: December 20____ or May 20____

Major _____ BA BS AA
(The BA requires two years of study in one foreign language.)

List below, the classes you still need to take to graduate and how and when you plan to take them.
Please be sure that you and your Advisor approve the following information.

Fall 20____ Classes	Spring 20____ Classes

Advisor's signature

Applicant's signature

Business Office signature

Registrar's Office signature

APPLICATION FOR GRADUATION INFORMATION

- GRADUATION APPLICATION DEADLINE IS **SEPTEMBER 31, 2018** FOR DECEMBER GRADUATES
- GRADUATION APPLICATION DEADLINE IS **FEBRUARY 1, 2019** FOR MAY GRADUATES

This Graduation Application must be on file in the Registrar's Office on or before the deadline date to be eligible to graduate and participate in the commencement ceremonies.

A CANDIDATE FOR GRADUATION MUST FULFILL THE FOLLOWING REQUIREMENTS:

1. Evidence Christian character through stability and cooperation in accomplishing the objectives of the University.
2. Complete the minimum required courses for a given program. At least 30 of the total credits shall have been taken at Arizona Christian University for the awarding of any degree. Bachelor's degree students are expected to be in residence for the last semester preceding graduation. At least 36 credits of course requirements must be upper level (300-400).
3. Earn an overall grade point average (GPA) of 2.0 in all certificate and degree programs and a GPA of 2.0 in the major courses in all bachelor degree programs (except for the Certified Education Program which requires an overall GPA of 2.5 and a GPA of 3.0 in their major).
4. Complete Christian service with satisfactory performance.
5. Fulfill all requirements in the chosen field of study.
6. File an application for graduation through the registrar's office on or before the required deadline as published in the ACU catalog and academic calendar (see the Commencement Ceremonies and Walk Policy section of this catalog for complete details). A non-refundable graduation fee of \$200 must be paid in the business office, and the receipt for the fee must accompany the application for graduation.
7. Pay in full all outstanding accounts or make satisfactory arrangements with the business office.
8. Receive approval for graduation from the faculty and Board of Trustees.

Students are required to complete all requirements satisfactorily prior to participation in commencement exercises. Graduation honors are based on standing from the semester prior to commencement.

GRADUATION HONORS

Graduation honors are awarded to students who have met the following requirements in overall GPA:

3.40	Cum Laude
3.60	Magna Cum Laude
3.80	Summa Cum Laude

COMMENCEMENT CEREMONIES AND WALK POLICY

There are two commencement ceremonies per year where the University publically confers degrees. The ceremonies are held in the months of December and May. Participation in the annual commencement ceremony held in May is open to students who have applied to graduate in the current academic year and have met graduation requirements in the preceding summer session or fall semester or will meet degree requirements at the conclusion of the spring semester.

Students who apply for graduation are eligible to participate in the commencement ceremony provided they have successfully fulfilled all of the requirements for graduation as outlined in the ACU catalog and file an application for graduation through the registrar's office. The application for graduation is made available in the fall semester for students completing degree requirements in the fall semester or spring semester. The last deadline to submit a graduation application in the current academic year is February 1st.

A non-refundable graduation fee of \$200 must be paid in the business office, and the receipt for the fee must accompany the application for graduation. A late fee is applicable after the first posted deadline. Students who apply for graduation and are eligible to participate in the commencement ceremony will be notified in writing that they have been tentatively cleared for commencement and granted permission to walk in the May ceremony. The registrar's office will send information regarding caps and gowns via email. The dates, times and locations of commencement and any related ceremonies will be posted on the Arizona Christian University website's graduation page. See arizonachristian.edu/graduation.

Students who have been tentatively cleared for participation in the commencement ceremony are not guaranteed final clearance until passing final grades are posted for remaining required course work. Students who have successfully completed all the requirements necessary for their degrees and are tentatively cleared for participation in commencement are required to attend the commencement ceremony. In extenuating circumstances, a student may be excused and graduate in absentia, but only when written petition is made to the dean and approval is given.

Students who file an application for graduation, but have not satisfactorily completed all requirements, will not be cleared for participation in commencement and must re-apply for another commencement ceremony once they have successfully fulfilled all of the requirements for graduation as outlined in the ACU catalog.

All candidates for graduation must have completed all coursework by the end of the semester in which commencement is being held or show proof that they are enrolled concurrently in the courses they are short and will be done at the end of the appropriate semester (December or May). Students are not allowed to walk deficient. If a student submits a graduation application and the graduation audit shows that they will not be done, the student will be notified and will be moved to the next commencement ceremony in that academic year.

Permission to participate in commencement ceremonies in accordance with this policy does not constitute the granting of the degree or a guarantee thereof. While all names will be read aloud as students walk across the stage, no degree will be granted until all requirements are completed, financial accounts are cleared, and any holds on the student's accounts are removed. Once the registrar's office receives notification that all requirements are completed, the degree will be awarded, and the diploma will be ordered. Diplomas are mailed to the student's permanent home address approximately 6 - 8 weeks following the date of degree conferral. It is the student's responsibility to keep this address current. Diplomas will not be forwarded to the post office.

COMMENCEMENT EXERCISE

All graduates are required to attend Commencement. In cases of extreme hardship, a graduating senior may be excused and graduate in absentia, but only when written request is made to the Dean of Academic Affairs and approval is given. Because graduation expenses are shared equally by all graduates, the graduation fee is not reduced for absentia graduates.

CLEP

One semester prior to graduation, students must have completed courses taken at other institutions and CLEP tests courses required for their degree. Graduating students will not be allowed to CLEP during their final semester.

GRADUATION FEE - \$200

If you apply after the posted deadline you will need to fill out an Academic Petition for approval to participate in the Commencement Ceremony. The \$200 fee covers audit of file, ceremony, reception, diploma and other expenses.

REGALIA

ACU Office of the Registrar will order all student regalia.

FALL 2018 COMMENCEMENT FALL COMMENCEMENT CEREMONY

When: Friday, December 14, 2018
Time: TBA
Location: Arizona Christian University

SPRING 2019 COMMENCEMENT SENIOR CELEBRATION

When: Thursday, May 9, 2019
Time: TBA
Location: Arizona Christian University, SAC

GRADUATION REHEARSAL

When: Thursday, May 9, 2019
Time: 1:00 p.m.
Location: Arizona Christian University

COMMENCEMENT CEREMONY

When: Friday, May 10, 2019
Time: TBA
Location: TBA