

GRADUATION GUIDELINES

REQUIREMENTS FOR GRADUATION:

- PLEASE REFER STUDENTS TO THEIR CATALOGUE
 - Of Note:
 - Minimum of 124 hours for degree
 - GPA requirement (both overall and in the major)
 - Transfer credits

APPLICATION PROCESS: (as of July 1, 2004)

- All students, all campuses apply online and pay online
 - Student applies online – no paper applications will be accepted
 - Pay graduation fee before degree will be posted to transcript and diploma may be released
 - Give cap/gown sizes at time of online application (application must be complete)
- Payment goes to the Belhaven Student Financial Planning Office
- Application goes to the Registrar's Office
- All application deadlines as stated in academic calendar enforced
 - Eliminate all last minute applicants
 - After deadlines, students may apply but not participate in graduation until next available ceremony
 - Degree audits must be updated
 - Caps/gowns must be ordered
 - Checkout must be completed
 - Honors must be calculated
- DOSS/COSS notifies potential graduates of deadlines to apply for graduation

HONORS CALCULATION:

- Honors are awarded to students earning Bachelor degrees only; not for Master and Associate degrees
- Calculated after all final grades are posted
- Calculated/Awarded according to Belhaven cumulative quality points
- Will be announced only at the time of the graduation ceremony lineup
- Graduation "With Honors":
 - A minimum of 45 academic hours carrying quality points at Belhaven
 - A minimum of 3.4 GPA at Belhaven
- Graduation with Cum Laude, Magna Cum Laude, Summa Cum Laude:
 - A minimum of 60 academic hours carrying quality point at Belhaven
 - A Belhaven career cumulative GPA that matches the minimum GPA required for the honor.
 - Cum Laude – a minimum of 3.4 GPA at Belhaven
 - Magna Cum Laude – a minimum of 3.7 GPA at Belhaven
 - Summa Cum Laude – a minimum of 3.9 GPA at Belhaven

CEREMONY PARTICIPATION:

- Students who have completed all requirements, have no debts with the college and have been checked out as final prior to the graduation ceremony date
 - May have honors recognition
 - Will have degree conferred
 - Will pick up diploma at graduation ceremony
- Students completing requirements **within the month of graduation** but not before the graduation ceremony
 - Will not be recognized for honors
 - May participate in next available ceremony if they want honors recognition (but may participate in only one ceremony)
 - Will receive honor cord after degree is completed
 - Will receive diploma after degree is completed
- Students completing requirements for August graduation may participate according to the guidelines for ceremony participation and recognition either in the May ceremony just prior to their August graduation completion or the December graduation ceremony following the completion of their August degree requirements
- **Any student not completing requirements within the month of graduation will not be permitted to participate in that graduation ceremony** and will be considered a graduate of the next available graduation and the degree date will be that of the next available graduation.
- Students from any of the distance campuses may participate in the Jackson ceremony
- Students may participate in only one graduation ceremony per degree (i.e. Associates, Bachelors, Masters)
- Ceremony program
 - Students may be listed in only one program per degree
 - Students not completing requirements and not participating in the ceremony may walk in the next available ceremony upon completion of degree requirements
- Students owing a balance to Belhaven College or to IPD Accounting
 - Degree will not be posted on transcript until balance is paid
 - Will receive diploma upon payment of balance

DIPLOMAS:

- Diplomas are not mailed to graduates. Graduates walking in the commencement ceremony will pick up their diplomas following the ceremony.
- Diplomas are available for pickup in Registrar's office for all Jackson students and in the Office of the Director of Student Services for all distance campuses

TRANSCRIPTS:

- Degrees will be posted to transcripts upon completion of all degree requirements according to the following schedule:
 - December graduates: no later than the first work week after Christmas break
 - May graduates – no later than the end of the week following the ceremony
 - August graduates – no later than the end of the week following the August grad date
- Students must request transcripts through the website