



Undergraduate Petition to Graduate Instructions

Almost Finished? Please read the following instructions:

You must turn in your Petition to Graduate before March 31st, if you plan to graduate this June 2017.

Please keep this top page as a reminder to finish all steps.

When you are approaching completion of your required units for your degree or certificate, you need to take the following steps:

- ❑ Make an appointment with your advisor to go over your transcript(s) and requirements for completing your program of study.
- ❑ Turn in the **Petition to Graduate** form (attached) along with your graduation fee to the Records department (first floor reception desk). If you have already received and paid \$150 for a prior AA degree (prior to 8/22/2012) there are no additional charges for your BA - you come under our previous graduation fee schedule.

Fee Schedule: (Effective 8/22/2012)

- \$250.00 for first undergraduate degree, plus \$50 for each additional degree or certificate at the same time.
- \$150.00 for the next undergraduate degree, plus \$50.00 for each additional degree or certificate at the same time.

These fees include cap and gown, two banquet tickets and 15 announcements. There are no deductions for non participation in the graduation banquet or graduation ceremonies.

After submitting your Petition it will be reviewed by your advisor who will submit an Advisor Recommendation for Graduation form to the Vice President of Academic Services for a final review. You will be notified by Academic Services on the status of your graduation petition.

When you have been approved for graduation you need to complete the following steps PRIOR to the graduation ceremonies in order to walk and to receive your degree/certificate.

- ❑ Take the Post- Bible Tests – in the LRC/Library
- ❑ Take the exit AAP – English & Math– in the LRC/Library
- ❑ Complete the Graduation Survey – in your graduation packet
- ❑ Make an appointment with the Business Office to finalize your account. All accounts must be paid in full prior to graduation, including Library fees.
- ❑ Make an appointment with the Financial Aid Office for an Exit Interview (even if you are continuing on to complete your BA) and to clear up all financial aid requirements.

Keep this top page for reference to help you stay on track for graduation!



EPIC BIBLE COLLEGE

Undergraduate Petition to Graduate

First Name: _____ Last Name: _____

Advisor: _____ Box Number: _____

If you are planning to graduate in June 2017 please fill out this form COMPLETELY and return it to the front reception desk accompanied by the your Graduation Fee by Friday, March 31, 2017 (see fee schedule on the Petition to Graduate Instructions form) These fees include your cap and gown, two banquet tickets and 15 announcements with name cards. There are no deductions for non participation in the graduation banquet or ceremonies.

☐ I would like _____ additional announcements and name cards (Approximately 10 for \$10 - cost to be determined at printing)

Graduation Fee: Charge to my account: _____ Paid \$ _____ ☐ Credit Card ☐ Check ☐ Cash

☐ Check box if you received an AA or Certificate prior to August 2012. Please enter the date you received your AA or Certificate: _____

☐ Check box(es) if you will not be participating in the ☐ Graduation Banquet and/or ☐ Graduation Ceremonies In-Take Staff Initials: _____

Clearly PRINT your name the way you would like it on your diploma:

Print your name the way you would like it on your graduation announcement name card:

Cap and Gown Information:

Gown Size: _____ Height: _____ Weight: _____ Cap Size: (Check one) Regular _____ Large _____

Certificate of Appreciation: Clearly PRINT the name of a person you want to receive a special "Certificate of Appreciation" (Someone you would like to honor, usually given to someone who has continually supported your academic career).

(Name)

(Relationship: spouse, child(ren), parent, pastor, special friend, etc.)

Your Address: _____
(Address) (City) (State) (Zip Code)

Email: _____ Home Phone: _____ Cell Phone: _____

(Mandatory) Pastor Ron would like to invite your Senior Pastor and spouse as his special guest to the banquet and ceremony.

Please print clearly and fill in all of the following information:

Church Name: _____

Name of your Senior Pastor and Spouse: _____

Address: _____

City/Zip: _____ Phone: _____

Expected Date of Completion _____ **What year did you start your degree program:** _____

I am requesting the selected Degree(s) Total number of units may vary depending on the year student started & degree emphasis.

☐ B.A. Degree, Ministerial Studies (Units: 135 Bible and Ministry; 64 General Education = 199) Emphasis (if any): _____

☐ A.A. Degree, Ministerial Studies (Units: 63 Bible and Ministry; 32 General Education = 95) Emphasis (if any): _____

☐ A.A. Degree, Christian Studies (Units: 31 Bible and Ministry; 64 General Education = 95)

Certificate Programs: (Only available to students who selected a certificate program on their Declaration of Major prior to 2013 and have been continuously enrolled in the program.)

☐ Biblical Counseling (Units: 24 Biblical Counseling; 21 Bible and Ministry; 4 Gen. Ed. = 51)

☐ Advanced Biblical Counseling (Units: 34 Biblical Counseling; 33 Bible and Ministry; 4 Gen. Ed. = 71)

☐ Christian Education (Units: 33 Bible and Ministry; 14 Christian Education = 47)

☐ Christian Service (Units: 63 Bible and Ministry = 63)

☐ Ministerial Career Certificate (Units: 125 Bible and Ministry; 4 Gen. Ed. = 129)

☐ Missions and Evangelism (Units: 33 Bible and Ministry; 14 Missions & Evangelism = 47)

☐ Worship Arts (Units: 27 Bible and Ministry; 43 Worship Arts = 70)

☐ Youth Ministry (Units: 33 Bible and Ministry; 16 Youth Ministry = 49)

***** Office Use Only *****

Academic V. P. Approval: _____ Date: _____

Cleared By: Business Office: _____ Date: _____ Financial Aid: _____ Date: _____

Received by Receptionist: _____ Date: _____ Records: _____ Date: _____

Copies to: Pres. Asst. Office: _____ Date: _____ Advisor: _____ Date: _____



Undergraduate Degree Petition to Graduate Advisor Recommendation

Quarter student first enrolled: _____ Has student been enrolled continuously? _____

Number of Bible/ministry credits completed: _____ Required per appropriate catalog: _____

Certificate program: _____ Number of certificate program credits completed: _____

Credits towards degree/certificate completed: _____ (By the end of Spring 20 ____ or Summer 20 ____)

Remaining requirements for degree completion: _____

Does Student have plans to continue for other degree(s)/certificate(s)? _____

General Education Credits Completed	QH for BA Completed/ Required	Core Bible Credits Required for all Programs	QH Completed/ Required
Natural Science Credits	____/14	CM105 Orientation	____/1
Math Credits	____/4	CM110 Spiritual Formation	____/2
Humanities Credits	____/14	CM120 Christian Life & Ministry	____/6
Communication Credits	____/10	NT120 New Testament Survey	____/2
EN110 English 1A	____/4	OT110 Old Testament Survey	____/2
Social Science Credits	____/18	PT110 Introduction to Hermenutics	____/2
		TH220A Doctrine of God	____/2
		TH220B Doctrine of Christ	____/2
		TH230A Doctrine of Holy Spirit & Angels	____/2
Elective Credits	_____	TH230B Doctrine of Man & Salvation	____/2

Comments: _____

Note: If degree requirements are not met within 12 months of approved graduation date, a new petition must be submitted.

Academic V. P. Approval: _____ Date: _____