

# Graduation FAQ's - Graduation Information

## 1. What do I wear to the Commencement Ceremony and the Service of Consecration?

All participants in the Commencement Ceremony and Service of Consecration including students, administration, faculty, and staff should follow the dress code outlined below.

Female:

- a. Black or dark colored dresses or skirts and blouses
- b. Black shoes
- c. Posts or small hoop earrings
- d. Full academic regalia (cap, tassel, gown, and hood)

Male:

- e. Black or navy blue slacks
- f. White dress shirt
- g. Black or dark colored tie
- h. Black shoes
- i. No excessive jewelry
- j. Full academic regalia (cap, tassel, gown, and hood)

All:

- k. *Undergraduate candidates* wear tassels on the right side of the cap until instructed to move the tassel to the left during the ceremony.
- l. *Graduate candidates* wear tassels on the left side of the cap and carry the master's hoods on the right arm.

## 2. What are all the responsibilities of a candidate for graduation?

Responsibilities of graduating students include the following:

- a. Apply for graduation prior to the start of your last semester
- b. Satisfy all academic requirements (pass all courses with the required minimum grade)
- c. Order cap, gown, and invitations by posted deadlines (check with the Bookstore)
- d. Satisfy any and all **financial obligations** (tuition, fees, housing fines, parking tickets, library fines, etc.)
- e. Complete financial aid online exit counseling starting December 1, 2021. Failure to complete the exit loan counseling will result in the withholding of your printed diploma. Fall graduates may complete the exit counseling after December 1, 2021 by going to [www.studentloans.gov](http://www.studentloans.gov)
- f. Participate in the graduating class meetings
- g. Check B-CU website for commencement information
- h. Participate in the graduation events, if possible
- i. Pick up complimentary admission tickets for guests to attend the Commencement Ceremony
- j. Comply with the dress code for academic regalia

***Conduct yourself in a respectful manner at all times during the commencement ceremony by exhibiting the proper decorum associated with the solemnity of the occasion***

**3. If I have an outstanding BALANCE, can I still participate in the Commencement Ceremony?**

NO, all outstanding balances must be paid in full to be eligible to attend/participate in the Commencement Ceremony.

An outstanding balance prevents students from getting any access to a transcript, diploma, or a diploma cover.

**4. If I submit a graduation application for this semester but do not successfully complete all graduation requirements this semester, do I have to submit another degree application for next semester?**

YES. Students must re-apply for graduation. We will re-audit to ensure that you are taking the appropriate courses to graduate.

**5. For students who finish all graduation requirements during the summer, what will be the date on their transcripts and diplomas?**

The official date on the transcript and the diploma for summer graduates will be the last day of the summer semester. Summer graduates may request official copies of their transcripts once all final grades have been posted and all graduation requirements (academic and financial) have been met. Please be sure to indicate if you are expecting a graduation date to be posted on your transcript; awarding degrees takes additional time after final grades are submitted.

**6. For students who finish all graduation requirements in the summer, when will they receive their diplomas?**

Summer graduates received their diplomas on or before October 15, 2021.. If you are not in receipt of your diploma, please email [graduation@cookman.edu](mailto:graduation@cookman.edu) and c/c [registrar@cookman.edu](mailto:registrar@cookman.edu)

**7. If undergraduate candidates are not participating in the Commencement Ceremony, do they have to pay the \$125.00 graduation fee?**

YES. All graduating seniors must pay the graduation fee.

**8. What does the \$125.00 graduation fee cover?**

For undergraduates, the fee covers the cost of the bachelor's graduation regalia unit (cap, gown, and tassel w/signet) and the remainder of the fee goes toward the graduating class's gift.

**9. What is the graduation fee for the master's degree graduates?**

The fee for master's degree graduates is \$155.00. This covers the cost of the graduation regalia (cap, gown, tassel, and hood), and the graduating class's gift.

**10. What is the deadline to pay the graduation fee?**

The deadline to pay the graduation fee is generally two weeks prior to the graduation ceremony. Please see the Academic Calendar for the specific due date.

**11. How much will students pay for their graduation fee if the student will receive more than one degree?**

- a. One or more undergraduate degrees in the same area (Bachelor of Arts or Bachelor of Science) completed in the same semester is \$125.00 total (essentially one degree with a double major) and the student will receive one diploma.
- b. One undergraduate degree completed in the one semester and another undergraduate completed another semester would be \$125.00 each.
- c. One Bachelor of Arts and one Bachelor of Science completed in the same semester would be \$125.00 plus \$40.00 for the second diploma.

**12. If a student is graduating with two or more majors and wants them on separate diplomas, is there an additional cost?**

YES. If a student is graduating with two majors in the same area (Bachelor of Arts or Bachelor of Science – a double major) and makes a request for a second diploma, the student will pay \$40.00 for each additional diploma along with the \$125.00 graduation fee. Please note that minors and concentrations do not print on diplomas. They print only on transcripts.

**13. When must all requirements for graduation be completed (including transfer of credits, final grades) in order for students to participate in the commencement ceremony?**

Final exams will be held with the rest of the campus on Nov. 29 – Dec 4th. Final Graduate Grades are due by noon on Sunday, December 5th. All other outstanding graduation related items are due by December 1st.

***Please be sure to notify each of your instructors that you are a fall graduate so they submit your final grades on time.*** Please note if you registered for a Fall Sub term II course, that course does not end until December 4, 2021.

**14. What if I am waiting on a grade change or taking a credit by exam?**

ALL transfer credits, outstanding incomplete grades, grade changes, credit by exam, CLEP, etc. must be received in the Office of the Registrar by December 1, 2021, by 3:00 pm.

**15. How will I be made aware of any changes in my graduation status?**

The Office of the Registrar will notify you of your graduation status via your B-CU email account and ONLY via your B-CU email account. Check your B-CU email account often. After your initial audit and notification, we will re-review your application only after all final grades have been posted. If you make changes to your schedule or do not complete required courses, please contact the Office of the Registrar to check on what effect this may have on your already completed graduation audit.

**16. How many tickets will graduates receive for the Fall Commencement Ceremony?**

**(4) Four free tickets will be issued to each eligible graduate candidate.**

**17. Will there be a waiting list for additional tickets?**

NO. The University will not offer a waiting list for additional tickets.

## 18. When will I need to pick up tickets for Commencement, name cards, and honor cords?

Prospective Graduates must present a B-CU ID or other photo identification to pick up these items. Graduates may pick up Commencement tickets and name cards in the PAC lobby on Monday, November 29th and Tuesday, November 30th, between 10:00 a.m. and 4:00 p.m. You will come to the Office of the Registrar to pick up Commencement tickets December 1 through December 10th, between 8-5pm. Honor cords will be distributed the day of the Commencement Ceremony, December 11<sup>th</sup>. **Note: In order to participate in the Commencement Ceremony, candidates must be cleared through the Office of the Registrar. Only candidates who are on-track will be cleared. The Registrar will send a list of eligible candidates to the Campus Bookstore and to the Box Office to allow students to pick up caps, gowns, and tickets.**

## 19. When will I receive my diploma?

Diplomas will be mailed to all graduates who are academically and financially cleared by February 15, 2022. They may also be picked up at the Office of the Registrar, beginning February 15, 2022. All diplomas will be mailed to the address you provided as your permanent mailing address. The permanent mailing address must be submitted to be cleared to attend/participate in the listed on your graduation application via certified return receipt mail.

## 20. May I decorate my Cap?

Please take into consideration the following rules when decorating your graduation cap. Failure to follow these rules will result in a replacement cap being given to you during commencement.

- **No offensive language, sayings, nicknames, pictures or lyrics on cap**
- **No objects such as signs, stuffed animals, bells, flowers, or any 3D object may rest on the cap.**
- ALL decorations **MUST lay FLAT** on the cap. Nothing can lay perpendicular thus allowing us to see the decoration beyond eye level.
- Your cap **CANNOT** make noise. **No bells, horns, or anything that makes noise.**

*It is appropriate to put the following on your cap.*

- Thank a parent, grandparent, teacher, friend
- Recognize the university you will be attending

We will not furnish new caps if you mess yours up decorating. Administration reserves the right to disallow anything that is not considered appropriate for the Commencement ceremony

## 21. Additional questions?

Please direct any further questions to [Graduation@cookman.edu](mailto:Graduation@cookman.edu)