



Complete the entire form, sign it and return to the Registrar's Office

Graduation Petition for Fall 2017 or Spring and Summer 2018 Completions

Today's Date: Student ID # Fee: \$250

Print your name as you want it to appear on your diploma:

Three empty boxes for First, Middle, and Last names.

Circle the degree(s) that you are petitioning to have conferred:
Bible & Theology degrees: AACM AA to BA BABS MACM MACC MAPA MABS MASR M.Div. Th.M D.Min.
Behavioral Science degrees: MACP-NL MACP MA-MFT PsyD.
Requested Date of Conferral: December 2017 May 2018 June 2018 August 2018

The Seminary has one graduation ceremony for all graduates. Check the events that you will attend:
Graduation Rehearsal: Friday, May 11, 2018 at 5:00 pm, Shadow Mountain Community Church Worship Center
Commencement Banquet: Friday, May 11, 2018 at 6:30 pm, SMCC Generations Building Event Center
Commencement Ceremony: Saturday, May 12, 2018 at 10:00 am, Shadow Mountain Community Church Worship Center

Regalia Needed: All graduates purchase and retain their SCS regalia. Ordering and wearing of regalia is required for participation in Commencement. Complete the two boxes below or no regalia will be ordered.

Your height (e.g. 5'9") Your weight Check the box next to the regalia that you want to buy.

- Associate and Bachelor degree: cap, gown, tassel \$26.00
Master degree: cap, gown, tassel \$27.00 (Also purchase the hood.)
Master Hood: scarlet (Bible & Theology) or light blue velvet (Psychology) with purple and gold liner \$25.00
Doctoral degree: gown and tassel \$29.00 (Also purchase the hood and the tam.) Velvet: Scarlet for DMin, Light blue for PsyD
Doctoral Hood: scarlet (Bible & Theology) or light blue velvet (Psychology) with purple and gold liner \$27.00
Doctoral Black Velvet Tam: 6 point \$47.00

Banquet Tickets: The Seminary hosts a banquet honoring all graduates and alumni. Two complementary tickets are provided to each graduate. In the months leading up to graduation, you will receive an email requesting an online RSVP for the banquet. Any questions may be directed to Erin Neill (619-201-8957) or Jillian Hines (619-201-8993).

Special Note to Spring and Summer Graduates: Seminary policy allows a student with no more than two courses left to complete their degree program to walk in the May Commencement Ceremony. The course(s) must be taken at the Seminary, be completed by the end of the Summer 2018 Trimester, and be paid for in full prior to Tuesday, May 1, 2018, to qualify. No exceptions are permitted.

List the one or two summer course(s) codes needed for graduation (if applicable):

Signing this petition authorizes the charging of all graduation fees to your student account.

Student Signature Date

Important Dates for filing this petition: Petitions filed after these dates are subject to a late fee of \$57.
The Petition Deadline for a Fall 2017 Degree Conferral is Friday, September 29, 2017.
The Petition Deadline for a Spring or Summer 2018 Conferral is Friday, January 26, 2018.

Receiving Diplomas:

Diplomas are mailed or may be picked up when the student has accomplished the following: 1. Completed all required coursework with a satisfactory GPA. 2. Has a zero balance on their student account. 3. Has submitted the Financial Aid Exit Counseling paperwork, if you received student loans. 4. Has completed the Bible Exit Exam, if required.

Take or send this petition to the Registrar's Office. A graduation packet will be prepared in response to your petition which will be routed to the various Academic Deans and staff directors for their review and authorization. Their signatures below indicate their approval of your petition. You will be notified if there are any impediments to your petition.

Undergraduate Doctrinal Summary, Graduate Thesis and Doctoral Dissertation Requirements for May Graduates

For BA candidates: Completion of RS 451 & 452 Doctrinal Summary by April 2018.

For MABS/MASR candidates: Completion of RS 791 Thesis Writing and its defense is required by April 2018.

For M.Div. candidates: Completion of RS 795 & 796 Doctrinal Synopsis and its defense is required by April 2018.

For Th.M candidates: Completion of the RS 891 & 892 Thesis Project and its defense is required by April 2018.

For PsyD candidates: Completion of PY 903 OR PY 920/921 Doctoral Dissertation and its defense is required by **February 2018**.

December graduates must complete the above applicable course before or by the end of the Fall 2017 Trimester. Your Dean will inform you of specific dates, as needed.

Important Dates! Mark your calendar!

Last day to petition for Fall 2017 graduation	Friday, September 29, 2017
Last day petition for Spring or Summer 2017 graduation	Friday, January 26, 2018
Complete Bible Exit Exam (if required) before	Your Graduation Date
Pick up regalia in the Registrar's Office by	Wednesday, May 9, 2018 by 5:00p
Rehearsal for Commencement Ceremony	Friday, May 11, 2018 at 5:00p
Graduation Banquet	Friday, May 11, 2018 at 6:30p
Commencement Ceremony	Saturday, May 12, 2018 at 10:00a
Summer 2018 Trimester begins Monday, May 14, 2018 and ends Sunday, August 26, 2018.	

A Word about Graduation Fees

The graduation fee of \$250 (and any late fees) and any regalia fee will be charged to your student account whether or not you choose to participate in the events of graduation. Attending the banquet and/or the commencement ceremony is optional. We do encourage you to attend, if possible, as the events are a celebration of your accomplishment and an opportunity to honor God's work in your life.

For Registrar's Office Use Only: Petition Authorization:

_____ Date _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
Academic Dean of Program Signature			
_____ Date _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
Academic Vice President Signature			
_____ Date _____	_____ Bible Exit Exam Score		
Director of Student Services			
_____ Date _____	<input type="checkbox"/> Grad fee applied	<input type="checkbox"/> Grad fee paid	<input type="checkbox"/> Zero Balance
Student Accounts Manager Signature			
_____ Date _____	<input type="checkbox"/> Exit Interview	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Director of Financial Aid Signature			
_____ Date _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
Librarian			
_____ Date _____	<input type="checkbox"/> Degree Audit	<input type="checkbox"/> Finalized	
Registrar Signature			