

Graduation Petition

Office of the Registrar



Portland Bible College

Please complete this form if you have determined that you are eligible to petition for graduation.

1. Academic Advising: We encourage all students anticipating graduation to meet with an academic advisor for a review of program and graduation requirements. Have you met with an advisor? Yes No **Cumulative GPA:** _____

2. Legal name as it appears on your PBC records:

(First name)

(Middle)

(Last Name)

3. Name on your degree: Please clearly print your name **exactly as it should appear on your degree** using both upper and lower case letters. Please include any periods, apostrophes, accent marks or special characters.

(First name)

(Middle)

(Last Name)

4. Graduation Address: Please indicate your address after graduation should we need to mail your degree.

Address:

City: _____ **State:** _____ **Zip Code:** _____

Country _____ **Email:** _____ **Phone:** _____

5. PLEASE INDICATE WHICH DEGREE(S) YOU EXPECT TO EARN THIS SPRING:

- Associate of Theology
- Associate of Christian Humanities
- Associate of Church Leadership
- Associate of Church Music
- Bachelor of Theology
- Bachelor of Church Music

Note: Please make sure we receive official transcripts of any courses you will be transferring into PBC prior to April 15th.

6. If you are graduating with an **Associate degree**, will you be returning next semester to pursue a Bachelor degree? Yes No
If you are planning on returning, please state whether you will be returning live or online: Live Online

7. Are you planning to attend the Graduation Ceremony? Yes No

8. **Regalia Information:** Please provide the following information in order for us to order the correct regalia size.

<i>Weight (lbs)</i>	<i>Height (ft./in.)</i>

Student's Signature: _____ *Date:* _____

***NOTE: Please be aware that a \$55 graduation fee will be added to your account. This fee is paid by all graduating students even if you do not attend the graduation ceremony.**

Graduation Requirements

If you are expecting to graduate with your Associate or Bachelor degree, you must fill out the Graduation Petition and submit it at the time of registration for your graduating semester.

Requirements for an Associate Degree

- All associate degrees require a minimum of **64 credits**.
- Students must complete all the required courses for their emphasis.
- A minimum of 32 credits must be taken live at Portland Bible College.
- The student must maintain a minimum 2.00 Cumulative GPA.
- No outstanding financial obligations.

Requirements for a Bachelor Degree

- All bachelor degrees require a minimum of **128 credits**.
- Students must complete all the required courses for their emphasis.
- A minimum of 64 credits must be taken live at Portland Bible College.
- The student must maintain a minimum 2.00 Cumulative GPA.
- No outstanding financial obligations.

Please note that final transcripts and diplomas will not be released until your account balance has been cleared in full. Your diploma will not be officially considered conferred until the balance is cleared.