BELLARMINE UNIVERSITY, OFFICE OF THE REGISTRAR

Applying for Graduation

All students must formally apply for graduation by submitting a Graduation Application one year in advance of their intended degree completion date (see the [Academic Calendar](#) for exact deadlines).

Applying for graduation is the first step in the process to be eligible for graduation. It is the responsibility of the student to be aware of the application process and deadlines. The University does not assume to know the student's intended graduation date and will not automatically complete a student's degree without a Graduation Application from the student.

The submission of a Graduation Application places the student into graduation candidacy status. Students are expected to review their degree progress each semester with their advisor and register accordingly to remain on track. During the student's *intended graduation semester*, a review of the academic record is conducted by the Registrar's Office and the student is notified via email if any degree requirements remain outstanding.

How to Apply

Step 1. On your [Bellarmine Experience](#) student dashboard page, enter the **Self-Service** portal shown under Core Tools.

Step 2. On the Self-Service menu page, click the **Graduation Overview** button.

Step 3. On the **Graduation Application** page, you will see your declared program of study. (Note: if earning multiple different degrees (e.g. BA and BS), you must apply separately for each. Multiple majors under the same degree will all be listed under a single Program of Study).

Step 4. Click the Apply button to begin your application. Refer to your program information on the right side of the screen and verify that all majors and minors you intend to complete prior to graduation are listed.

- If they are, go on to step 5.
- If they are not, exit the graduation application process, complete a [Change of Major/Minor/Advisor form](#), and return to the graduation application process once your program has been corrected by the Registrar's Office.

Step 5. Graduation Term: select your intended graduation term from the pulldown. This should be **the semester in which you will complete your last degree requirements** (NOT the semester of the commencement ceremony). If you do not see your intended graduation term listed, contact the Registrar's Office.

Step 6. Preferred Name on Diploma: enter your name as you would like it to appear on your diploma. Typically, students list their full legal name (first, middle, last) and you are encouraged to do so. Direct any questions/concerns regarding diploma name to the Registrar's Office.

Step 7. Phonetic Spelling: if you are planning to attend your commencement ceremony and your name is difficult to pronounce, list it phonetically here. Be as descriptive as you'd like, even providing a "rhymes with" if that helps.

Step 8. Answer whether you will be attending your commencement ceremony (slider to the right with a blue bar showing is a yes). If you are planning to complete your degree requirements during a summer semester, you will be contacted via email in the spring and asked to declare which year's graduation ceremony you wish to attend.

Step 9. Complete the diploma mailing address information.

Step 10. Submit.

NOTE: The commencement ceremony is held once each year, at the end of the spring semester and details are communicated via email a few months prior to the ceremony. Students graduating in the summer semester should review their commencement ceremony options in the Catalog.

Commencement Ceremony Information:
https://www.bellarmine.edu/academicaffairs/commencement/

Graduation Policies in the Bellarmine University Catalog:
Graduation Policies for Undergraduate Students
Graduation Policies for Graduate and Doctoral Students