



JUDAH
— BIBLE COLLEGE —

GRADUATION POLICY

Graduation is the formal conferring of a JBC degree upon a student who has satisfactorily completed all program requirements. Every JBC student must apply for graduation through the formal Graduation Application process. Graduation is **not automatic** — even students who have completed all required coursework must submit a Graduation Application to be conferred the degree.

*“I have fought the good fight, I have finished the race, and I have remained faithful.”
— 2 Timothy 4:7 (NLT)*

WHEN TO APPLY

Students should submit the Graduation Application **during the term immediately preceding the anticipated final term**. This timing allows the Office of the Executive Director to verify that all degree requirements will be completed by the end of the proposed graduation term.

Students who apply too early (more than one term before completion) may be asked to resubmit. Students who apply too late may not be eligible for degree conferral in the term they expected.

GRADUATION FEE

A **\$100 Graduation Fee** is required and must be submitted with the Graduation Application. This fee covers:

- The diploma itself.
- Cap and gown for commencement participation.
- Commencement ceremony participation.
- First official transcript at the time of graduation.

The Graduation Fee is **refundable up to 15 days before the commencement ceremony** if the student is unable to graduate in the anticipated term. After that date, the fee is non-refundable.

REQUIREMENTS VERIFICATION

Upon receipt of the Graduation Application, the Office of the Executive Director performs a comprehensive degree audit to verify that the student has completed or is on track to complete:

- All required courses for the degree program (per the student's Catalog of Record).
- Required minimum credit hours.
- Required cumulative GPA (2.0 minimum).
- All practicum requirements (BML students).
- All financial obligations to JBC.
- All institutional standing requirements (no active disciplinary holds).

If the audit reveals incomplete requirements, the student will be notified in writing within 30 days of application receipt with a list of remaining requirements and the timeline for completion.

COMMENCEMENT CEREMONY

JBC holds an annual commencement ceremony in **May** of each year at Metro Tab Church in Chattanooga, Tennessee. Students who complete their degree requirements in the prior December term, as well as the May term, are eligible to participate in the May commencement ceremony.

DIPLOMA VS. COMMENCEMENT PARTICIPATION

Students who complete all degree requirements receive their diploma whether or not they attend the commencement ceremony. Commencement is a celebration; degree conferral is the achievement. Students who cannot attend commencement may have their diploma mailed to the address provided on the Graduation Application.

GRADUATION HONORS

Latin honors are calculated automatically based on the student's final cumulative GPA at the time of degree conferral (see Grading Scale & Academic Standing Policy). Honors are noted on the diploma and announced at commencement. Students do not need to apply separately for honors.

TO APPLY FOR GRADUATION

Complete the JBC Graduation Application (separate document) and submit to the Office of the Executive Director at admin@judahbiblecollege.org or PO Box 23527, Chattanooga, TN 37422 along with the \$100 Graduation Fee. Submit during the term preceding your anticipated final term.