

# Graduation Information for MBA Students

## **YOU MUST COMPLETE A DEGREE APPLICATION**

You can obtain the form at the Office of Records & Registration located in Jordan Hall or the CBA office in the Holcomb Building. The application initiates an audit of your records for graduation. You will be notified by the Office of Records & Registration approximately two weeks prior to Commencement of your graduation status.

### ***Graduating in May:***

Students who expect to graduate in May should submit a Degree Application form to the Office of Records & Registration by the published deadline (approx. 2<sup>nd</sup> week of Spring Semester) in order to be included in the graduation process.

*(Designated Commencement Ceremony: May ceremony of semester you complete your degree)*

#### **• *Special note for those who are NOT PARTICIPATING IN THE CEREMONY:***

*If you plan to graduate in May but will not be available to participate in Commencement, we need a professionally written statement addressed to MBA Director, stating your circumstance (You may email [mba@butler.edu](mailto:mba@butler.edu), or Fax to 940-9455). Include in this statement how you wish to obtain your diploma, i.e., do you want to pick it up or do you want it mailed to you (include address if you want it mailed).*

### ***Graduating in August:***

Students who are expecting to graduate in August should read the guidelines below.

*(Designated Commencement Ceremony: The May ceremony preceding completion of your degree if approved by the Director of your program.)*

• To participate in the MAY COMMENCEMENT CEREMONY you should submit your Degree Application by the published deadline (approx. 2<sup>nd</sup> week of Spring Semester), along with a “***petition to walk through***” the Commencement ceremony. *The petition to walk through is a professionally written statement addressed to the MBA Director (email to [mba@butler.edu](mailto:mba@butler.edu) or Fax to 940-9455), which includes your plan for finishing the requirements for your degree.*

• If you prefer to simply receive your diploma and NOT PARTICIPATE in a Commencement ceremony, you should submit your Degree Application by the published deadline (approx. 1<sup>st</sup> week of May). You should indicate whether you want the diploma mailed to you or if you will pick it up at the Office of Records and Registration.

### ***Graduating in December:***

Students who are expecting to graduate in December should submit a Degree Application form to the Office of Records & Registration by the published deadline (approx 2<sup>nd</sup> week of Fall semester).

*(Designated Commencement Ceremony: May ceremony following completion of your degree.)*

• *If you would like to participate in the Commencement ceremony the following May, be sure to inform the College of Business Administration and the Office of Records and Registration in writing at the time you turn in your application.*

### ***What about caps & gowns, invitations, etc.?***

*You will receive a detailed letter from the Office of Student Affairs the early part of March if you completed your Degree Application by the designated deadline. Please watch for this information and take the initiative to contact the Office of Student Affairs (940-9570) and the Butler Bookstore (940-9228) if you do not receive it or if you submitted your application after the deadline. (The sale of caps & gowns is coordinated through the Butler Bookstore.)*