

## NOTICE OF POTENTIAL GRADUATION ELIGIBILITY

Each semester we review student academic evaluations for graduation eligibility. This semester we will review *your* academic evaluation to see if you qualify for graduation at the end of the **2016 Spring Semester**. We take this action for students whose records indicate that they will have completed a minimum of 60 credits by the end of this semester and whose cumulative grade point average is 2.0 or higher. **Please realize that meeting these general conditions does not, in itself, guarantee graduation. Your graduation also depends upon successful completion of all specific requirements of your current program of study.**

As we review graduation eligibility over the next several months, we will contact students who appear to be on track to complete their programs of study. *Be aware that this initial review is done in waves (and alphabetically) and is neither final nor binding.*

If we discover that you are NOT eligible for graduation this semester, we will notify you so you may either plan courses for next semester or submit requests for waivers or substitutions.

You may check your academic evaluation using Web Advisor (Program Evaluation) or Student Self Service/Student Planning (My Progress). Please review it carefully. If you have questions, please contact your academic advisor.

You may place your diploma order now. Diploma order forms must be submitted no later than **Friday, April 8, 2016**. Diplomas ordered after April 8 may not be available by graduation. You can access the diploma order form at <http://www.bucks.edu/media/bcccmialibrary/admissions/forms/Diploma%20Order%20Form-fillable.pdf>. Completed forms can be emailed to [Gladys.York@bucks.edu](mailto:Gladys.York@bucks.edu) or faxed to 215-968-8110. Forms can be mailed to the Office of Admissions, Records, and Registration, Bucks County Community College, 275 Swamp Road, Newtown, PA 18940.

Diploma order forms can also be picked up and submitted in person at the following locations:

Newtown Campus (Office of Admissions, Records & Registration)	Lower Bucks Campus (Front Desk)	Upper Bucks Campus (North Desk)
Monday-Friday, 8:30am-4:30pm Wednesday evening 4:30pm-7:00pm	Monday-Thursday 8:30am-7:00pm Friday 8:00am-4:00pm	Monday-Thursday 8:00am-8:00pm Friday 8:00am-4:00pm

There is a diploma fee of \$10.00. No payment is collected when you place your order. We will notify Student Accounts that an order has been placed and they will post the charges to your account within two weeks. You may then make payment through WebAdvisor or Student Planning, in person at Student Accounts, or by mailing your check or money order to BCCC Student Accounts, 275 Swamp Road, Newtown, PA 18940. Please make sure to include your name and ID number on your check or money order.

A formal Commencement Ceremony will be held May 19 and we invite you to participate. You may place your cap and gown order at [www.herffjones.com/college/bucks](http://www.herffjones.com/college/bucks). You will be able to specify at which campus you would like to pick up your cap and gown. Orders must be received by **Sunday, April 3, 2016**. Cap and gown order forms are also available at the campus locations listed above.

If you have any questions regarding the information above, please call Gladys York, Graduation Specialist, at 215-968-8118 between the hours of 8:30am - 4:30pm, Monday through Friday. Please note that Ms. York is not an advisor; she can tell you the results of our audit only. All other inquiries should be directed to your academic advisor.

**All graduating students are required to complete a brief online survey at** <https://www.surveymonkey.com/s/surveyofdegrecertgrads20152016>. Your response to this anonymous survey will be used for continuous program and process improvement at Bucks County Community College.

Best wishes for a successful semester.



Rebecca Breuninger  
Assistant Registrar, Records