



Bahamas Baptist University College

“A Legacy of Excellence”

#8 Jean Street, Gleniston Gardens
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Nassau, N.P., The Bahamas
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2025 GRADUATION APPLICATION

ALL PROSPECTIVE GRADUATES MUST COMPLETE THE GRADUATION APPLICATION, PAY THE \$300.00 NON-REFUNDABLE GRADUATION FEE AND SUBMIT THE APPLICATION TO THE RECORDS OFFICE IN ORDER TO BE CONSIDERED FOR GRADUATION.

- The Registrar’s Office will notify applicants of their status after a complete review of the application.
- To be an eligible candidate for the Graduating Class of 2025 the following requirements must be met:
 - Students must complete all courses in their respective programmes by the end of **2025 Summer Semester**.
 - Students must achieve a minimum Cumulative Grade Point Average of 2.00.
 - Students must achieve a minimum of a 2.00 Grade Point Average in their major.
 - Students must achieve a C or above in all major courses.
 - Applicants must pay a **non-refundable \$300.00 Graduation Fee**.
 - All financial accounts with the College must be clear.
 - The application should be submitted to the Records Office on or before **Friday, January, 17th 2025**.

Instructions:

- A.** Collect Graduation Application from the Records Office.
- B.** Complete **Section A** and attach a signed copy of your Student Advisement Form.
- C.** Visit the Business Office and pay the \$300.00 Graduation Fee.
- D.** Submit the Graduation Application and your Student Advisement Form to the Records Office by the deadline.
- E.** Your Student Advisement Form and **Section B** will be completed by your Advisor and/or the Chair of your School or Division.

NOTE: Incomplete Graduation Applications will not be processed.

SECTION A

(To be completed by the Applicant)

1. Type of Programme: Bachelor’s Degree Associate’s Degree Certificate Diploma

Major: _____

2. Student Number: _____ Date of Birth: _____
(dd/mm/yy)

3. Title: Mr. Mrs. Miss

4. Name: _____
Surname First Middle Maiden

5. Local Address: _____
House No. Street/Subdivision/Area P. O. Box

6. Place of Employment: _____

7. Telephone: (Home) _____ (Work) _____ (Cell) _____

8. E-mail Address: _____

9. Signature of Applicant _____ Date _____

SECTION B
(To be completed by the Academic Advisor)

Instructions:

- A.** The student's Advisement Form should be cross-referenced with the attached Unofficial Transcript.
- B.** The student should be advised at this time of **any courses** that he/she is **required** to take in order to complete the programme.
- C.** Complete the questions below that apply to the student.
- D.** Attach the **completed and signed copy** of the student's Advisement Form to the Graduation Application.
- E.** Return the Graduation Application to the Records Office.

1. Please check the semester in which the student took his/her last course requirement(s).

- Fall 2024-4**
- Spring 2025-1**
- Summer 2025-2**

2. Please list the course(s) which the student took during the above checked semester.

Course Code/Number	Course Name	No. of Credits

_____	_____
Academic Advisor	Date
_____	_____
Chair of School	Date
_____	_____
Dean of Academic Affairs	Date

FOR OFFICIAL USE

_____	_____	_____
Business Office	Amount Paid	
Date		
_____		_____
Records Office		Date