Frequently Asked Questions for Graduating Students

When should I apply for graduation?

The deadline to submit a graduation application for the August 2011, December 2011, and/or May 2012 has passed. If you have missed this deadline, contact your Academic Advisor immediately.

The deadlines for applying for graduation are communicated at https://my.peirce.edu under the My Classes tab. Generally, students should apply for graduation two full 14/15-week terms before they anticipate completing their degree or certificate program. For example, if a student plans to graduate in June of any given year, the student should apply for graduation the September of the year prior. Basically, students are applying when they reach 45 credits (associate degree seeking students) or 90 credits (bachelor’s degree seeking students).

Students are encouraged to continuously check with their Academic Advisor to ensure that they are meeting degree requirements.

How do I apply for graduation?

The deadline to submit a graduation application for the August 2011, December 2011, and/or May 2012 has passed. If you have missed this deadline, contact your Academic Advisor immediately.

The August 2012 Application for Graduation opened on March 28th and will close on June 16th. You may complete this application and pay the graduation fee at https://my.peirce.edu under the My Classes tab. Students who qualify for August 2012 graduation will be able to participate in the June 2013 commencement ceremony.

If I do not plan on participating in the commencement ceremony, am I required to pay the graduation fee?

All students must pay the graduation fee of $75.00. This fee does not include the cost of the cap and gown for the commencement ceremony.

When and where is the 2012 commencement ceremony?

The 2012 Commencement Ceremony will be held Monday, June 11, 2012 at 6:45 PM at the Kimmel Center for the Performing Arts located at Broad and Spruce Streets.

For updated information regarding the commencement ceremony, please visit: https://my.peirce.edu or http://peirce.edu/Current/Graduation/Default.

Where can I request special accommodations for the ceremony?

Please contact Kimberly Harris, Student Disabilities Services Coordinator, in the Walker Center for Academic Excellence at 888.GO.PEIRCE, ext. 9251 or at KNHarris@peirce.edu.

Can I participate in the commencement ceremony if I have one or more remaining classes to complete?

Students must complete all degree requirements by May 12, 2012 to be eligible to participate in Commencement.
Will my diploma be mailed to my permanent or local address?

Diplomas will be ordered once degrees have been conferred. Diplomas are printed and mailed to students' home address within approximately three weeks. All financial obligations and critical documents must be met before a diploma can be issued. If you have a change to your home address, please immediately update your address at https://my.peirce.edu.

My name is incorrect on my diploma. How do I get a corrected diploma?

The name that appears on your Application for Graduation is the name that will appear on your diploma. If your name is incorrect on your diploma, you should contact the Office of the Registrar at 888.GO.PEIRCE, ext. 9380.

Are concentrations printed on diplomas?

Concentrations are only listed on transcripts. The diploma will indicate major only (Accounting, Business Administration, Information Technology, Paralegal Studies, Healthcare Administration, Human Resource Management, Health Information Administration, Health Information Technology, Criminal Justice, or General Studies).

How can I obtain an official document to verify my degree?

You may order an official transcript by visiting www.peirce.edu and choosing "Transcript Request" from the Peirce Quick Links drop-down menu. If you have any concerns, please contact the Registrar at 888.GO.PEIRCE, ext. 9380.

What cumulative GPA do I need to earn for the designation of graduation honors?

Special recognition is granted at commencement to degree students (associate and bachelor’s degrees) who maintained a high cumulative GPA at completion of their studies at Peirce College as follows:

<table>
<thead>
<tr>
<th>Cumulative Grade Point Average</th>
<th>Honors</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.95-4.0</td>
<td>Summa Cum Laude</td>
</tr>
<tr>
<td>3.850-3.949</td>
<td>Magna Cum Laude</td>
</tr>
<tr>
<td>3.700-3.849</td>
<td>Cum Laude</td>
</tr>
</tbody>
</table>

Will my diploma indicate that I have been awarded a graduation honor?

Graduation honors are printed on the diploma. Certificate programs do not qualify for graduation honors.

When will I receive my graduation honor cords?

Graduation honor cords will be given to eligible students the day of the commencement ceremony before the start of the program. Upon request, eligible students not participating in commencement can request their honor cords through the Office of the Registrar. To make this request, please contact the Office of the Registrar at 888.GO.PEIRCE, ext. 9380.
April 12, 2012

When and where do I get a cap and gown and how much will it cost?

Caps and gowns may be purchased either through the Peirce College web portal at https://my.peirce.edu under the My Classes tab, beginning on Monday, April 23, 2012, or in the Business Office (located on the lower level of College Hall). The price for cap/gown/tassel and hood is $40.00. If you order online, please designate if you will need your cap and gown shipped to your address. There will be an additional charge of $10.00 for shipping and handling. Any questions regarding academic regalia can be directed to Jeri Dmyterko, Manager, Billing and Accounts Receivable at 888.GO.PEIRCE, ext. 9120 or JDmyterko@Peirce.edu. The last day to order caps and gowns is May 18, 2012.

How many tickets will I receive for graduation?

Once a cap and gown has been purchased, graduates may request up to 8 tickets for their guests. This request is made at https://my.peirce.edu under the My Classes tab. All guests are required to have tickets. No extra tickets are available.

Where can I get a list of area hotel accommodations?

The following hotels are in the area of Peirce College:

- **Doubletree Hotel Philadelphia**
  Broad and Locust Streets, Philadelphia, PA 19107
  1-877-477-5817

- **Park Hyatt Philadelphia at The Bellevue**
  Broad and Walnut Streets, Philadelphia, PA 19102
  1-877-477-5817

- **Alexander Inn**
  12th and Spruce Streets, Philadelphia, PA 19107
  1-877-ALEX-INN

- **Holiday Inn Express**
  1305 Walnut Street, Philadelphia, PA 19107
  215-735-9300

Where can I park during the commencement ceremony?

For parking information, please visit www.kimmelcenter.org/planning/findus.php.

Where can I find additional information regarding specific commencement procedures?

Please visit https://my.peirce.edu or http://peirce.edu/Current/Graduation/Default for additional information on commencement.