Graduation Information and FAQ

Graduation Requirements

In order for your Application for Graduation to be processed, please make sure you have met the requirements below. All items must be complete. If you are uncertain about any of these, please contact your Student Advisor.

1. Residency Requirement
   - 30 credits from Saint Leo for Bachelor's degree
   - 15 credits from Saint Leo for Associate's degree

2. Major Course Requirements
3. General Elective(s) Requirement
4. Comprehensive Examination (Bachelor's Degree)
5. All Financial Obligations
   - Saint Leo University (Graduation & Comprehensive Exam Fees)

6. Application for Graduation
   - $105 Graduation Fee (Bachelor's Degree)
   - $55 Graduation Fee (Associate's Degree)

If you are 2 terms away from completing your degree, please complete the online application for graduation located here: Online Application.

As stated in the official Saint Leo University Catalog: Students with a maximum of two courses left for degree completion at the end of the Spring II term, may request permission from an Academic Advisor to participate in the Commencement Exercises, if they can provide evidence that all remaining coursework will be completed by the end of the following Summer II term. For academic advisor contact information, click Contact Us.

Once we receive your application, your student advisor will send you an email with graduation information. Please allow 5 to 7 business days to receive your email.
Graduation Fee

Additionally, there is a graduation fee. The fee is required even if you choose not to participate in the formal graduation ceremony. Students should pay the graduation fee as soon as possible in order to avoid delays in their application processing at the time of their completion. The fee is $105 for Bachelor degrees and $55 for Associate degrees. The Graduation Fee can now be paid using eLion.

- Go to the Student Menu under Financial Information and click on Student Billing Detail/Make a Payment. A charge must be showing before you can make the payment.

Degree Completion vs. Degree Conferral

You need to know that there is a difference between your degree completion date and your degree conferral date.

- Your completion date occurs at the end of the term when all of your degree requirements have been satisfied.
- Your degree conferral date is a specific date authorized by the Board of Trustees for the release of your diploma.
- Bachelor and Associate degrees are conferred after each semester.
- We begin processing graduation applications after final grades are released from the Registrar’s office (1 week following the end of the semester).
- At the time your application is processed, you will receive an email notifying you of your graduation status.
- Diplomas are mailed 3 to 5 weeks from your conferral date, pending that your account is clear of any financial holds.

Ceremony

Each spring, the University has one formal graduation ceremony with academic regalia at the University Campus in Saint Leo, Florida.

- Center for Online Learning students earning a Bachelor's degree are invited to attend the Commencement Exercises held in May of each year.

If you wish to participate in the 2014 Commencement Exercises, you must complete and return an Application for Graduation by November 8th, 2013.

Additionally, the Center for Online Learning holds a graduation reception exclusively for COL graduates. It is a wonderful chance to meet faculty, administration and other online students.
Tickets

Each graduate will receive a pre-determined amount of tickets for their guests to attend the commencement as per the Registrar. The number of tickets will be determined in January.

If you have any questions, please contact your academic advisor.

Honors

Students who have earned at least 30 credits at Saint Leo University and have the specified cumulative grade point averages will receive the following honors for bachelor degree conferrals:

- **Summa cum laude** 3.95 and above
- **Magna cum laude** 3.85 and above
- **Cum laude** 3.65 and above

*All honors graduates are eligible to join Delta Epsilon Sigma, our National Catholic Honor Society.*

Dean's List

The Dean's Lists is issued at the end of the Fall 2, Spring 2 and Summer 2 semesters. Those students enrolled full-time for two consecutive terms, earning twelve new semesters credits with a term grade point average of 3.65 or higher are recognized by placement on the Dean's List. Certificates are mailed from the main University campus.

Requesting Transcripts

- [Request Transcripts »](#)
Graduation FAQ

1. When should I submit my application for graduation?

- Please complete the online application for graduation 2 semesters prior to your completion date, UNLESS you are a seeking a Bachelor’s degree and wish to participate in Commencement. Then, submit your application by November 8th, 2013.

2. Can I pay my Graduation Fee online?

- The Graduation Fee can now be paid using eLion.
  - Go to the Student Menu under Financial Information and click on Student Billing Detail/Make a Payment.
  - A charge must be showing before you can make the payment. When you submit your Graduation Application a charge is placed on your account by the Center for Online Learning within 24 hours of receiving the application.

3. When will I receive my diploma?

- Your degree conferral date is a specific date authorized by the Board of Trustees for the release of your diploma. Bachelor and Associate degrees are conferred after each semester. For example, if you finish your degree requirements in October, then your conferral date is November 1st. Likewise, if you finish your degree requirements in December, then your conferral date is January 1st.
- Diplomas are mailed 3 to 5 weeks from your conferral date, along with one copy of your official transcript if all financial obligations have been met.

4. How do I order an official transcript?

Saint Leo University may release official transcripts to a student or to others with the student’s written permission. Requests for transcripts must bear the student’s signature (required by the Family Rights and Privacy Act of 1974). There is a $7 fee for each official transcript.

Each request must contain the student’s name, Social Security number, and the following specific information: Request Transcripts »

- The program in which you were enrolled
- When you attended
- If you graduated
- Your graduation date
- The number of transcripts you want
- Where they are to be sent
- Phone number (so we may contact you, if necessary).

You may also fill out and mail our transcript request form.
The University will not provide a transcript of transfer credit until successful completion of course work at Saint Leo University. Transcripts should not be requested until the grade report for the preceding term has been received.

Master's and bachelor's degrees are conferred on the first of each month following the month in which you complete your final degree requirements. All incomplete work (I) must be completed by the conferral date. Transcript requests may be delayed until degree conferral has been completed. Graduates will receive one free official transcript with their diploma if all financial obligations have been met.

Students must be financially clear at the time the Registrar receives the transcript request for processing. If a student is clearing a financial obligation at the time of the request, clearance to release the transcript could take up to ten working days. If a student is financially clear at the time we receive the request, normal processing will be completed within three working days. All transcript requests should be ordered directly from the Registrar.

Mail requests along with a check, money order, or credit card information to:

Saint Leo University Registrar's Office - MC 2278
P.O. Box 6665
Saint Leo, FL 33574

When using a credit card, the following information is required:

- Name
- Credit card number
- Type of card
- Expiration date
- Your signature

We accept rush requests via a fax to (352) 588-8390 when paying with a credit card only. Overnight delivery, Monday - Thursday, is available for an additional charge of $32.00.
5. Can online students participate in Commencement?

- Yes! Each spring, the University has one formal graduation ceremony with academic regalia at the University Campus in Saint Leo, Florida. Online Learning students earning a Bachelor’s degree are invited to attend the Commencement Exercises held in late April or early May of each year. If you wish to participate in the 2014 Commencement Exercises, you must complete and return an Application for Graduation by November 8th, 2013.

6. How soon after I have finished my final classes will I be able to get an official transcript stating that I have completed all the requirements to attain my degree?

- Transcripts are usually available 3 - 5 weeks from your conferral date provided there are no outstanding balances. Your conferral date is the first day of the month following the month in which you met your degree requirements. For example, if you complete all of your degree requirements at the end of the October, your conferral date is November 1st.

7. Can I request a letter confirming I have finished my degree requirements prior to receiving my degree?

- No, the Center for Online Learning does not provide documentation of degree completion prior to the official approval process conducted by the Registrar’s office. Diplomas are mailed 3 to 5 weeks after your conferral date if all financial obligations have been met. Transcripts are usually available 3 - 5 weeks from your conferral date provided there are no outstanding balances. Download and complete the Transcript Request Form to request a copy of your transcript. Please also remember that graduates will receive one free copy of their official transcript along with their diploma if all financial obligations have been met.

8. How do I know when my graduation application is being evaluated?

- Once your final grades post, your academic advisor will send you an email letting you know that your graduation application is being evaluated. You may also go to the “My Saint Leo” portal or go directly to eLion to check when your graduation application was sent to the registrar’s office for processing.