



Undergraduate Degree/Diploma Frequently Asked Questions

I will be completing my requirements soon and want to graduate. What do I do?

All students must apply to graduate in order to receive a degree. Applications alert campus officials of your desire to graduate and initiate the process of checking your requirements. Applying to graduate also ensures that you receive notification of commencement activities. Applications are due at the beginning of the semester you wish to graduate. Students can apply to graduate via Webster under the “Other Info” tab or via a paper application that can be found on the Registrar’s Office website or at the Registrar’s Office located in Swords Hall 11.

I have applied to graduate. How do I know if I am approved or have met all of my requirements?

Any questions regarding requirements or your approval status should be directed toward the Dean’s Office of your college. A list of approved graduates is posted on the Registrar’s Office website approximately 3 weeks before commencement.

When are degrees conferred?

Degrees are conferred in May, August, and December of each year. Degrees can only be conferred after all degree requirements are met. Degrees cannot be back dated for any reason. If you have outstanding requirements, your degree cannot be conferred until the next conferral date regardless of when the requirements are completed or when you walked in a ceremony.

When will my degree appear on my transcript?

Degrees post to transcripts approximately 3 weeks after commencement. Graduating students can order their transcript prior to commencement and specify “After Degree is Posted” when ordering to have their transcript sent after the degree is posted to their record. Students receive a complimentary copy of their official transcript with their diploma.

When will I receive my diploma?

Diplomas are mailed to students approximately 6 weeks after Commencement. If you have a grade hold on your record for any reason, your diploma(s) will not be released until the hold is cleared. Holds do not inhibit the conferral of a degree, only the release of official documents (i.e. diplomas, transcripts).

How are diplomas sent?

Diplomas are sent first class mail in stay flat cardboard mailers. Diplomas are mailed to the diploma address supplied by the student when they apply to graduate. If you need to change your diploma address prior to commencement, you can change it through your Webster account. If you need to change your diploma address after commencement please contact the Registrar's Office at 309-677-3098 or registrar@bradley.edu.

What size are diplomas?

Diplomas are standard letter size, 8 1/2" X 11", and landscape oriented.

What should I do if I have not received my diploma after several weeks?

There are several reasons your diploma may not have been received:

1. You have a Grade Hold on your student record that restricted your diploma from being mailed. You can check for Holds on your record by logging onto your Webster account or contacting the Registrar's Office at 309-677-3101 or registrar@bradley.edu.
2. Your diploma address is incorrect/insufficient. You can verify your diploma address in Webster or by contacting the Registrar's Office at 309-677-3098 or registrar@bradley.edu
3. You walked in the ceremony or were approved to walk but have yet to complete one or more degree requirements. You can check your degree audit for outstanding degree requirements or contact the Dean's Office of your major college.
4. Your diploma is being sent to an international address. If your diploma is being delivered to an international address it will likely take longer to be delivered. We ask that you wait 8 weeks from the date that your diploma was mailed if your diploma was being sent to an international address. If you would like to arrange for your diploma mailer to be sent via FedEx to expedite delivery, you may do so in advance by contacting the Registrar's Office at 309-677-3098 or registrar@bradley.edu. Be advised that you will be charged a FedEx shipping fee if you request for your diploma to be shipped FedEx.
5. Your diploma was mailed to the correct, domestic address but has not been received yet. In this case we ask that you wait 6 weeks from the date that the diplomas were mailed. In the past, we have found that diplomas take longer to be delivered. Please check with your local post office to see if they have held your diploma mailer for any reason. If the post office is unable to locate your diploma mailer, please contact the Registrar's Office at 309-677-3098 or registrar@bradley.edu

What should I do if my diploma was received damaged?

If you received your diploma and it was damaged in the mail, please return the damaged diploma to the Registrar's Office in a standard mailing envelope using the return address listed on the diploma mailer. Please contact the Registrar's Office at 309-677-3098 or registrar@bradley.edu to explain the situation and request a new copy.

What information is listed on my diploma?

Your diploma name, degree earned, honors earned (if applicable) and degree date are all listed on your diploma. Majors and minors are not listed on the diploma, but are listed in detail on your official transcript. A limited number of programs with specific degree requirements list the academic discipline as part of the degree name (i.e. Bachelor of Science in Nursing (BSN), Bachelor of Science in Electrical Engineering (BSEE)), but that is the actual degree name. A list of approved degree titles can be found in the Undergraduate and Graduate Catalogs under Fields of Study.

Will honors be listed on my diploma?

Yes, applicable Latin Honors are printed on official diplomas and also official transcripts. Latin Honors that are officially recorded on your record are based on your final cumulative GPA. Latin Honors only apply to undergraduate students and the scale can be found in the Undergraduate Catalog under Graduation.

What is the difference between a double major and a double degree?

Students completing a double major use coursework from multiple programs to complete one degree (e.g. B.S.). Most students who complete two or more majors only receive one degree. Sometimes a student has earned enough hours while pursuing a double major to qualify them for a double degree (e.g. B.A. and B.S. or two B.S. degrees). The requirements for a double degree can be found in the Undergraduate Catalog under Majors, Concentrations, and Minors.

Students must state their desire to earn two degrees when applying for graduation. You must apply via paper application for the second degree. Students who successfully complete the requirements for two degrees will receive a diploma for each degree.