



Tuesday, August 20, 2024

Graduation Policy

The following graduation requirements apply to Associate, Bachelor, and Master's degree programs at MBTU.

- Students must successfully complete all courses within their respective program, as outlined in the University Catalog, at the time of their enrollment.
- Undergraduate students must complete the program with a minimum overall GPA of 2.0. Graduate students must complete the program with a minimum overall GPA of 3.0.
- Students must complete all course requirements for their program, within 150% of the stated program length.

To verify that degree candidates have met all graduation requirements, the graduation and verification process follows these steps:

- 1) Registrar staff review to ensure that the requirements are met. The student's records are reviewed to ensure that all documentation is in order, from enrollment documentation to anything required during their course of study. Receipts are verified to ensure no outstanding financial obligations.
- 2) Finance Staff ensure that the graduation fee of \$200.00 has been paid, or else issue a notification to the student.
- 3) Diploma and Transcripts will be generated by Registrar after 90 days; one time all the prior steps are complete and correct.
- 4) Diploma and transcript are sent by regular mail.