



OFFICE OF THE REGISTRAR
P.O. Box 9217
Gandy Hall
Virginia State University, Virginia 23806
804-524-5275

GRADUATE APPLICATION FOR GRADUATION

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR GRADUATION

Please complete the attached Graduate Application for Graduation and return to the Office of the Registrar.

NOTE: Deadlines to submit Applications for Graduation to the Registrar's Office can be found on the Academic Calendar.

DEGREE REQUIREMENTS

You are expected to be aware of all graduation requirements and to take appropriate action to successfully complete them prior to your expected graduation date. To be eligible for graduation, graduate students must meet all degree requirements as outlined in the University Catalog and your departmental curriculum guide, and file an application for graduation by the published deadlines.

Consult your departmental advisor regarding your specific degree requirements. All degree requirements must be completed by the last day of final examinations of the semester in which you intend to graduate. Your department and the College of Graduate Studies are responsible for clearing you for graduation and certifying to the Office of the Registrar that requirements have been met. We encourage you to consult your academic advisor **PRIOR TO** your final semester to ensure that you will meet all degree requirements as you expect. **Please ensure that you are aware of all important dates as outlined by the College of Graduate Studies.**

REMINDERS

- **Application.** This application is only valid for the completion date on your application. If for any reason you do not graduate during the semester and year indicated on the form, the application is null and void. Another application must be filled out in a timely manner for the new anticipated graduation date. A new application fee is not necessary.
- **Late Applications.** ALL late applications must have a Graduation Application Exception Supplement (page 3) attached and signed by the Provost.

COMMENCEMENT CEREMONY

Complete information about the Commencement ceremony is located online at the Registrar's webpage www.vsu.edu. Participation in commencement does not confirm that a degree has been conferred.



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FOR OFFICE USE ONLY	
_____	AP _____
_____	PN _____
_____	AW _____
_____	NG _____

Please TYPE your name EXACTLY as you want it to appear on your diploma.
_____ _____ _____
<i>(Example: Mary Jane Smith)</i>

Student V#: _____ Email Address: _____

Phone :() _____

Permanent Address: _____

*City: _____ State: _____ Zip: _____

*Undergraduate Degree Received: _____
(Example: B.S., B.A., B.F.A., B.I.S)

*Institution Name: _____

*City & State: _____

**This information will appear in the Commencement program book.*

THIS SECTION MUST BE COMPLETED BY ADVISOR

DEGREE (*Please check one*)

EXPECTED COMPLETION DATE

- | | | |
|--|------------------|---------|
| <input type="checkbox"/> Master of Arts (M.A.) | Graduation Month | Year |
| <input type="checkbox"/> Master of Science (M.S.) | December | 20_____ |
| <input type="checkbox"/> Master of Education (M. Ed.) | May | 20_____ |
| <input type="checkbox"/> Master of Individualized Studies (M.I.S.) | July | 20_____ |
| <input type="checkbox"/> Certificate in Project Management | | |

Program Area: _____

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Department Chair Signature _____ Date _____

Graduate College Dean _____ Date _____

GRADUATION APPLICATION EXCEPTION SUPPLEMENT

Justification for late application (must be completed by the Department Chair):

Department Chair Signature _____ Date _____

Graduate College Dean _____ Date _____

Provost Office Use Only

Approved

Not Approved

Provost Signature _____ Date _____

Donald E. Palm III, Ph. D