



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

UNDERGRADUATE APPLICATION FOR GRADUATION

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR GRADUATION

Please complete the attached Undergraduate 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, undergraduate students must meet all major, (minor if applicable) and general education 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 is 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.

REMINDERS

- **Evaluation of transfer work.** All transfer credit must be evaluated and posted to your academic record. Official transcripts from prior institutions MUST be submitted for evaluation prior to submitting this Graduation form. Check your transfer credits in Banner to be sure all expected credits have been evaluated and posted.
- **Concurrent Enrollment.** Attendance at another institution during the final 30 semester hours can adversely affect graduation. Please consult your academic advisor. Students MUST complete a Concurrent Registration Approval Request form before taking course(s) at another institution to ensure credit transferability.
- **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 <http://www.vsu.edu/academics/registrar/graduation-info.php>. Participation in commencement ceremonies 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.

(Example: Mary Jane Smith)

Student V#: _____

Email Address: _____

Area Code & Phone: _____

Permanent Address: _____

*City: _____

*State: _____ Zip: _____

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

THIS SECTION MUST BE COMPLETED BY ADVISOR

DEGREE *(Please select one)*

EXPECTED COMPLETION DATE

Graduation Month _____

Year _____

CERTIFICATE ONLY *(Please select one)*

Major: _____

Concentration _____ Minor: _____

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Department Chair Signature _____ Date _____

Dean Signature _____ Date _____

GRADUATION APPLICATION EXCEPTION SUPPLEMENT

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

Department Chair Signature Date

College Dean Signature Date

Provost Office Use Only

Approved

Not Approved

Associate Provost Signature: _____ Date: _____