



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

## 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](http://www.vsu.edu). Participation in commencement does not confirm that a degree has been conferred.



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

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:

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

Institution Name:

\*Institution City & State:

*\*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

**CERTIFICATE ONLY (*Please select one*)**

Year

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 Signature:  Date:

**Provost Office Use Only**

**Approved**

**Not Approved**

Associate Provost Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Robert N Corley III, Ph. D