

VIRGINIA UNION UNIVERSITY
SAMUEL DEWITT PROCTOR SCHOOL OF THEOLOGY

Degree Application for 2017 Commencement

Please Select Degree: Master of Divinity Master of Arts in Christian Education Doctor of Ministry

**Application Deadline is November 1, 2016 FOR MAY 2017 GRADUATION;
LATE APPLICATIONS WILL NOT BE ACCEPTED
All Doctoral Student applications are Due December 1, 2016**

The graduation fee *is* incurred once the application is approved and is non-refundable. To withdraw this application, submit a letter or e-mail request to the Coordinator of Graduate Enrollment Services (TGE@vuu.edu). Failure to successfully complete graduation requirements does not constitute cancellation. **Graduate Enrollment Services will prepare a degree audit to determine approval of graduation application.**

**Please list your name exactly as you desire it to appear on your diploma.
*NO NICKNAMES OR TITLES***

(i.e. John Otis Smith III)

Hometown: _____
(Please include city and state; this information will be included in the Commencement Program.)

VUU ID #: _____ **Name:** _____

Mailing Address: _____

E-mail: _____ **Daytime Phone:** _____

PRIOR DEGREE INFORMATION

Please list the full name of the institution (no abbreviations), the degree you earned and the year it was conferred. This information will be verified through the official transcripts on your file. All *verified* information will be printed in the Commencement Program.

- **Associates:** Yes No

Confirmation of acceptance or denial of this application will be sent to the email listed on this application. Please **WRITE LEGIBLY** and complete both sides of this form.

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- **Baccalaureate:** Yes No
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- **Masters:** Yes No
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- **Doctoral:** Yes No
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The information I have provided on this form is true to the best of my knowledge. I understand that it my responsibility to meet all my degree requirements within the term I desire to graduate; if I change plans and will not graduate as specified on this form, I will notify the Graduate Enrollment Services as soon as possible.

Signature

Date

Completed forms can be submitted as follows:

- Graduate Enrollment Services Office, Kingsley Hall, Room 104
- TGE@vuu.edu – form must be completed and signed
- After hours, use the drop box outside of the Reception Office, Kingsley Hall, Room 100,
- Virginia Union University – School of Theology
Graduate Enrollment Services
1500 North Lombardy Street
Richmond, VA 23220

FOR OFFICE USE ONLY

Received: _____ Current Hours Earned: _____ Hours Needed: _____

Initials: _____ Approved Denied

Reason for denial: _____

Confirmation of acceptance or denial of this application will be sent to the email listed on this application. Please **WRITE LEGIBLY** and complete both sides of this form.