

# VIRGINIA UNION UNIVERSITY

## The Office of the Registrar UNDERGRADUATE APPLICATION FOR GRADUATION

DO YOU HAVE 85 OR MORE CREDIT HOURS? \_\_\_\_ Yes \_\_\_\_ No (If "No", you should not submit an Application for Graduation at this time.)

Please **type or print** legibly since your name will appear on your diploma, and your name and hometown will appear on the commencement program just as you print them below. (Official documentation must accompany name changes.)

Student ID Number: \_\_\_\_\_ Date: \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Permanent Address (Number and Street or Route and Box Number) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Hometown and State (If different from city and state above) \_\_\_\_\_

Home Phone Number (\_\_\_\_)\_\_\_\_-\_\_\_\_ Cell Phone Number (\_\_\_\_)\_\_\_\_-\_\_\_\_

Personal E-mail Address \_\_\_\_\_

Degree: BA BS BSW Major: \_\_\_\_\_

Second Major (if applicable): \_\_\_\_\_

Minor: \_\_\_\_\_

When do you expect to complete graduation requirements? Check one:

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year \_\_\_\_\_

What catalog year will graduation requirements be assessed? \_\_\_\_\_

Total Semester hours required for graduation \_\_\_\_\_

Total transfer hours used \_\_\_\_\_

Total hours earned to date at Virginia Union University \_\_\_\_\_

Total remaining semester hours needed to complete requirements \_\_\_\_\_

This application must be filed by **March 30<sup>th</sup> for August graduates, May 30<sup>th</sup> for December graduates, and September 30<sup>th</sup> for May graduates.** A graduation fee of \$150 will be charged to your account in the term that you expect to graduate. If you fail to graduate during the semester of application the fee will be applied when requirements are satisfied. **Commencement is held in May of each academic year.**

The requirements for graduation are outlined in the University Catalog. It is the sole responsibility of each graduation candidate to meet with the academic advisor to determine if all institutional and departmental requirements for graduation have been met. **Attach an unofficial transcript, Program of Study Form, Record of Academic Progress Form, and transfer evaluation form.** If you do not complete your requirements by the time indicated above, **it is your responsibility to file another application for a subsequent completion date.**

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Advisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Department Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Signature of Dean \_\_\_\_\_ Date \_\_\_\_\_

