APPLICATION FOR GRADUATION

TRADITIONAL UNDERGRADUATE/GRADUATE SCHOOL

EXPECTED TERM OF GRADUATION:
SPRING:_____
FALL:_____
SUMMER: _____
B.A. B.S. B.M.
M.A. M.S. MSN
M.T.S. (Circle one)

All students intending to complete their requirements for graduation need to **complete and submit an Application for Graduation to the department of their major** who will then submit it to the Office of the Registrar. This serves as notification that the student is nearing the completion of the requirements for his/her degree. All requirements not currently recorded as complete by the Registrar's Office must be listed on this application in order to proceed with the approval process. Applications must be submitted by the posted deadline for the intended term of graduation. **Please use black or blue ink when completing this application.**

CAMPUS BOX #_____

ID#: _____ NAME: _____Phone#: _____

Legibly PRINT your name exactly as you want it to appear on your diploma. No Nicknames

Major: _____/_____Minor:_____ Email:_____

ACADEMIC WORK TO BE COMPLETED: List all in progress courses and how other remaining requirements will be completed.

VU Courses in Graduating Term:			
Term	Course #	Course Title	Units
OFF-CAMPUS Courses/Units:			
FUTURE VUSC Courses/Units:			

Minimum requirements for graduation for undergraduates:
Minimum earned units: 124 (2.0 cum GPA)*
40 units must be upper division
**Must meet all CORE/Major/Elective requirements*

NOTE TO THE STUDENT:
It is the responsibility of the student to notify the Graduation Analyst if there are any changes made to the information supplied on this application.

Please read and sign below:
I understand that if I do not complete my degree by the above graduation date, I may defer my application to the following Fall or Spring grad date. All requirements must be satisfied by that time. If I fail to complete my degree by the deferred date, I must re-apply to graduate, and may be required to satisfy any requirements in effect at that time. I realize that off-campus transcripts must be received no later than 45 days after the end of VU's term to ensure my degree is recorded in the term indicated above.

_____ _____
Signature of Applicant *Date*

FOR OFFICE USE ONLY

		Date:
☐	Approved for Commencement	
	Date of Commencement	

EVALUATION OF UNITS:	UPPER DIV:	TOTAL:
VUSC Future Enrollment		
VUSC Current Enrollment		
Off-Campus Enrollment		
Completed at VUSC		
Transferred		
TOTAL		

MISSING REQUIREMENTS:		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐	GPA check (TUG: 2.0; GRAD: 3.0)	
☐	Missing Letter Sent	

HONORS: ☐ cum laude ☐ magna cum laude ☐ summa cum laude GPA _____ Based upon _____ VUSC units

FINAL APPROVAL:

Dept. Receipt: _____ _____ Date _____ Signature by Registrar's Office _____ Date

_____ Tentative Approval by Registrar's Office _____ Date _____ Actual Date of Completion