

**RADFORD UNIVERSITY
COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES
APPLICATION FOR GRADUATE DEGREE**

Instructions:

You need to apply for your degree no later than the census date of the semester in which you plan to graduate. Mail the form to the College of Graduate and Professional Studies, Box 6928, Radford University, Radford, VA 24142, or bring to Lucas Hall.

Completing Degree Requirements in:	Apply on or before:
December (Fall 2011)	September 12, 2011
May (Spring 2012)	January 30, 2012
August (Summer 2012)	May 25, 2012

Review of Graduation Status:

After your application has been approved by your department, your program of study will be checked by the Graduate College to see that all requirements have been met. You and your advisor will be notified in writing by the Graduate College of any materials needed to complete your clearance for graduation. Please direct questions concerning your clearance to Jeanne Cox at the Graduate College at 540-831-6344.

Late Applications:

If you apply after the application deadline, your diploma may not be ready and your name may not be in the commencement bulletin, but you will be allowed to participate in Commencement and Hooding. M.A. candidates must have completed all requirements (including submission of the thesis) no later than the last class day of the semester.

Graduation Dates:

Degrees are conferred three times per year, but formal commencement exercises are conducted in May and December. The date the semester or summer term officially ends appears on the diploma as the degree conferring date. Diplomas are available approximately 10 weeks after the term ends.

Instructions for Commencement and Hooding:

Each candidate will receive information regarding the main Commencement from the Registrar's Office. Instructions will be included concerning the purchase of academic regalia, other events that will take place and exact schedules. Each candidate will receive information regarding the Graduate College Commencement and Hooding from the Graduate College. An invitation by e-mail with an RSVP card will be sent to each degree-seeking graduate student who has applied to participate. You must return this card to be hooded.

Transcripts Showing Degree Conferral:

After all requirements are completed, graduates may have transcripts sent by providing a written request to the Registrar's Office in Martin Hall. It should be noted that transcripts showing degree conferral cannot be sent until two weeks after the end of the semester or summer term.

Reapplication for Degree:

If degree requirements are not completed by the term indicated on this application, it is the responsibility of the student to complete a new Application for Degree. For more information, call 540-831-6344.

Please save this page for your records.

**APPLICATION FOR GRADUATION AND/OR PARTICIPATION IN HOODING AND
COMMENCEMENT CEREMONY**

This form is due in the Graduate College Office no later than the census date of the semester you expect to complete your requirements to graduate. You will receive written notification of your graduation status after review of your program of study. Please keep a copy of this form for your records.

This application must be typed or printed clearly in black ink. (We need the information to be Clear).

SEMESTER IN WHICH YOU WISH TO PARTICIPATE IN GRADUATION CEREMONIES: _____

(Not applicable in summer)

SEMESTER IN WHICH YOU EXPECT TO COMPLETE ALL REQUIREMENTS FOR DEGREE: _____

DO YOU PLAN TO ATTEND THE COMMENCEMENT/HOODING CEREMONY? ___ YES ___ NO

(Not applicable in summer)

NAME IN FULL AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA.

FIRST _____ MIDDLE _____ LAST _____

STUDENT I.D. _____

LOCAL ADDRESS _____
Street City State ZIP

HOME ADDRESS _____
Street City State ZIP

HOMETOWN (to appear in Commencement Program) _____

(Not applicable in summer)

RU E-MAIL ADDRESS _____

DAYTIME PHONE NO. _____ HOME PHONE NO. _____

DEGREE YOU ARE RECEIVING (M.F.A., Ed.S., M.S.W., D.N.P., M.A., M.S., M.B.A., M.O.T., D.P.T.) _____

PROGRAM AREA/MAJOR and CONCENTRATION/OPTION: _____

DO YOU PLAN TO CONTINUE CLASSES TO COMPLETE A CERTIFICATE PROGRAM Yes _____ No _____

PLEASE ENSURE ALL CHANGES IN YOUR GRADUATE PROGRAM SINCE ITS ORIGINAL APPROVAL HAVE BEEN APPROVED AND THEY ARE PART OF YOUR PERMANENT RECORD. IN ADDITION, ALL TRANSFER COURSES SHOULD BE SENT DIRECTLY TO THE GRADUATE COLLEGE C/O JEAN A. COX.

I hereby apply for graduation from Radford University. I certify that the above information is correct. I understand that I must also enroll during the next semester to complete my requirements and that my qualifying for graduation is subject to final review.

Student's Signature Date

APPROVALS:

Advisor's Signature Date

Program Director and/or Department Chair's Signature Date

Advisor's Name (print)

Program Director and/or Department Chair's Name (print)