

APPLICATION FOR GRADUATE DEGREE

Application Deadline

You must apply for your degree no later than the Census Date of the semester in which you intend to graduate.

Review of Graduation Status

Once you submit your application to the Office of Graduate Affairs, your program of study will be reviewed to ensure all degree requirements have been met. If any materials are missing, you and your advisor will be notified in writing by the Office of Graduate Affairs.

For questions regarding your clearance for graduation, please contact Emily Close at the Office of Graduate Affairs at 540-831-6344.

Late Applications

If you submit your application after the Census Date, your name may not appear in the commencement program due to time constraints. However, if you meet all graduation requirements, you will still be eligible to participate in the Commencement and Hooding Ceremony.

Graduation Dates and Diplomas

Degrees are conferred three times per year, though formal commencement ceremonies are held only in May and December. The official degree conferral date on your diploma corresponds to the semester or summer term's official end date.

Diplomas will be mailed to the address provided at the time of application submission. Please ensure your mailing address is accurate.

Commencement and Hooding Instructions

Each graduate will receive information regarding the Office of Graduate Affairs Commencement and Hooding Ceremony. Invitations will be sent via email to all degree-seeking students who have applied to participate.

To be hooded during the ceremony, you must submit the required RSVP form as instructed in your invitation.

Transcripts Showing Degree Conferral

Once all graduation requirements are met, you may request official transcripts through your OneCampus portal by submitting an online request to the Registrar's Office.

Please note that transcripts reflecting degree conferral will be available approximately two weeks after the semester or summer term ends. Select "Hold for degree" to ensure transcripts are released after degree conferral.

Reapplication for Degree

If you do not complete your degree requirements by the term indicated in your application, you must submit a new Application for Degree.

Please retain this document for your records.



Office of Graduate Affairs
Whitt Hall; PO Box 6928
Radford, VA 24142
Phone 540-831-5431
gradaffairs@radford.edu

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

Please submit this form to the Office of Graduate Affairs as soon as possible if you have missed or are applying 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).

TERM IN WHICH YOU WISH TO PARTICIPATE IN GRADUATION CEREMONIES: (No ceremony in summer) _____

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

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

FIRST _____ MIDDLE _____ LAST _____

STUDENT I.D. _____

CURRENT MAILING ADDRESS _____

Street

City

State

ZIP

ADDRESS TO MAIL DIPLOMA _____

Street

City

State

ZIP

HOMETOWN (to appear in Commencement Program) _____

Radford University E-MAIL ADDRESS _____

PROGRAM AREA/MAJOR OPTION:

DO YOU PLAN TO CONTINUE CLASSES TO COMPLETE A CERTIFICATE PROGRAM:

** Please note that if you are completing a certificate in the same term as you degree program, you must complete the [Application for Certificate Completion](#) and submit to the Office of Graduate Affairs.

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

After completing return to the Radford University Office of Graduate Affairs at gradaffairs@radford.edu