

## APPLICATION FOR GRADUATE DEGREE INSTRUCTIONS

### 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 Office of Graduate Affairs, Box 6928, Radford University, Radford, VA 24142.

Completing Degree Requirements in:	Apply on or before:
December (Fall 2024)	September 4 , 2024
May (Spring 2025)	January 30, 2025
August (Summer 2025)	June 28 2025

### Review of Graduation Status:

After your application has been submitted to the Office of Graduate Affairs an audit of your degree will be conducted by the Office of Graduate Affairs to see that all requirements outlined in the Graduate Catalog have been met. You and your advisor will be notified in writing by the Office of Graduate Affairs of any materials needed to complete your clearance for graduation. Please direct questions concerning your clearance to Emily Close at the Office of Graduate Affairs at 540-831-6344

### Late Applications

If you apply after the application deadline (Census Date), please note that your name may not appear in the commencement program because of time constraints. However, if you still meet the requirements for graduation per our policy, you will still be allowed to participate in the Commencement/Hooding Ceremony.

### 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 mailed to the address that is entered in during the submission of your application.

### Instructions for Commencement and Hooding:

Each candidate will receive information regarding the Office of Graduate Affairs Commencement and Hooding from the Graduate College. An invitation by e-mail will be sent to each degree-seeking graduate student who has applied to graduate. You must submit this inquiry to be hooded.

### Transcripts Showing Degree Conferral:

After all requirements are completed, graduates may have transcripts sent by submitting an on-line request through their OneCampus portal to the Registrar's Office. 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.**



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 are applying later than the census date of the semester in which 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:** (Not applicable 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: Use arrow to choose program

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

\*\* 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 your certificate check sheet and submit them to the Graduate College as soon as possible.

**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 REQUESTS SHOULD BE SENT DIRECTLY TO EMILY CLOSE IN 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