



## APPLYING FOR GRADUATION

Dear Student,

**If you are nearing completion of your degree requirements and are preparing to graduate, you must submit an Application for Degree/Diploma.** Applications will be accepted throughout the academic year; however, we suggest that you begin the application process early. We strongly urge you to not wait until the deadlines, as described below.

**TRADITIONAL STUDENTS:** Degrees for traditional students will be conferred on the following dates, once degree requirements are complete. You must be registered for all remaining degree requirements during the term selected in order to be eligible to graduate in that term. Any transfer, training and/or testing credit must also be completed during or prior to the selected term. Please use the following chart to identify the semester in which you will be enrolled in all remaining degree requirements and to determine which term is best suited to your situation:

To be eligible for graduation in:	You must be enrolled in all remaining outstanding requirements, in the term identified in the first column, no later than:	You MUST submit your Application for Degree/Diploma to Student Services by:
Fall – December 15, 2009	December 15, 2009	October 9, 2009
Spring – May 11, 2010	April 16, 2010	January 22, 2010
Summer 1 – June 30, 2010	June 30, 2010	January 22, 2010
Summer 2 – August 4, 2010	August 14, 2010	January 22, 2010

**INDEPENDENT STUDY AND COHORT STUDENTS:** If you are enrolled in a cohort or independent study program, your degree will be conferred on the last day of the month in which you complete all program requirements, including any transfer, training and/or testing credit. Students with course end dates through August 31, 2010 are eligible to complete the 2009-2010 Application for Degree/Diploma and participate in the May 2010 Commencement ceremony. Applications must be received prior to the start date of your final semester. In order to participate in the May 2010 Commencement Ceremony, applications must be received no later than February 16 (regardless of a final semester start date deadline which might be later in the year).

**Note: If your course end dates fall after August 31, 2010, you must request a Graduation Application for the next academic year 2010-2011, and thus become eligible to walk for commencement in May 2011.**

### **ALL STUDENTS:**

**Please consult with your academic advisor as you prepare your application. The graduation department will not accept applications without approval/signature from your academic advisor. The graduation report must be attached at that time. This policy is in place for ALL campuses.**

You must complete a **separate application** form for **each degree** you plan to receive.

Submit the following before the appropriate deadline:

- Application for Degree/Diploma (Fully completed and signed by your advisor)
- Application Fee
  - Undergraduate Diploma \$ 75
  - Graduate (Master) Diploma \$100
  - Each additional earned degree \$ 50
  - Late Fee \$ 50 (If submitted after the deadline).
- Grad Report (Available through the Academic Advising office).
- Complete the Graduate Survey

Also, if you have had a legal name change, please send a copy of legal documentation to the Registrar's office.

Once approved by your advisor and the graduation report attached, the completed applications can be:

- Hand-delivered to the Graduation Office located in the Benedum Building on the Beckley campus OR
- Mailed (MSU – Graduation Office, PO Box 9003, Beckley, WV 25802)
- Students enrolled at a branch campus should submit the Application for Degree/Diploma to the Director of Student Services at the branch campus.

Any illegible application, regardless of submission method, will not be processed.

Once the Graduation office has received your application, a formal audit of your academic record will be performed and you will receive a **certified audit letter** informing you of your status towards graduation. **It is important that you address any questions with your advisor immediately upon receipt of your audit letter.**

Degrees are certified once all academic requirements have been fulfilled and all grades, including any transfer, training and/or testing credit, have posted to your transcript. Unless special arrangements have been made with the Graduation Office in advance, your diploma and official transcript will be sent to you by mail within **approximately 6-8 weeks** after your certification date.

In the unfortunate situation that you are unable to complete all of the required academic requirements within the selected term, your application will be voided and you will need to submit a Change Date Form. **You will be required to pay the fee each time your graduation date changes.** If unable to complete your requirements within the 2009-2010 academic year, your application will be voided and you will be required to re-apply and pay the fee again in the next academic year.

In addition to curriculum requirements, every student must fulfill all financial obligations to Mountain State University before transcripts and/or diplomas will be released. If you have received a Federal student loan anytime during your college attendance, you must complete Loan Exit Counseling before you graduate. To meet this requirement, please follow the steps below:

1. Access the following site: <http://www.aessuccess.org>
2. Under "Helpful Tools" click on "Entrance and Exit Counseling."
3. Scroll down to "Online Student Loan Counseling" and click on Federal Student Loan Exit Counseling. Click on "Continue" twice.
4. Find West Virginia in the drop down box, and then find Mountain State University in the next drop down box.
5. Read the questions and take the quiz.
6. You will then be required to complete an electronic Exit Counseling Form, which will be sent to MSU.

**Commencement Ceremony - Please Note:** The commencement ceremony is a separate process from the degree application process. Participation in the commencement ceremony does not guarantee that a student has graduated; it also is not a requirement to graduate. However, this ceremony is traditionally a rite of passage which family and friends anticipate and remember as a formal marker in a graduate's life.

If you have questions concerning graduation – the degree application process or the commencement ceremony – please refer to the MSU website link on graduation, (<http://www.mountainstate.edu/depts/registrar/graduation.aspx>) or contact one of the following at 1-800-766-6067:

Michele Waddell	ext 1513	<a href="mailto:mwaddell@mountainstate.edu">mwaddell@mountainstate.edu</a>	(304) 929-1513
Autumn Sturgill	ext 1446	<a href="mailto:asturgill@mountainstate.edu">asturgill@mountainstate.edu</a>	(304) 929-1446

We wish you success as you complete your remaining course requirements. Congratulations on your graduation.

Dr. Rhonda Shepperd  
Registrar