



APPLICATION FOR GRADUATION

Congratulations!

Application and Timeline: Graduation is NOT automatic. It is your responsibility to notify the Registrar of your intent to graduate. To be considered for graduation, you must file this "Application for Graduation" form. Applications should be submitted by the deadline below. Early application is encouraged to allow time for a complete record check prior to the student's enrolling for the last semester.

Expected Graduation Semester	Deadline to Apply for Graduation
End of Fall Semester	November 1st
End of Spring Semester	March 1st
End of Summer Session I	June 1st
End of Summer Session II	August 1st

A: Personal Information

Student's Name: _____ VIU ID#: _____
 (Last) (First) (Middle)

Current Address: _____
 (Street)

 (City/Province) (State/Country) (Zip/Postal Code)

Tel: _____ E-mail: _____

B: Graduation Information

Degree Sought: Master's Bachelor's Graduate Certificate Undergraduate Certificate

Program: _____ **Concentration:** _____

Anticipated **Graduation Date:**(mm/dd/yy) _____, I would like to **attend the Commencement** ceremony: YES NO

Pick up: I will pick up my diploma. (Available approximately 4 weeks after graduation).
 Please allow _____ to pick up my diploma.
 (name)
 Please mail my diploma to the below postal address (mailing will be 4-6 weeks after the graduation. Please submit postage fee of \$50 for domestic/ \$100 for international).

 (Street) (City/Province) (State/Country) (Zip/Postal Code)

Are you currently enrolled, or planning to enroll at another institution after you graduate? YES NO

If so, please provide when: _____ and where: _____

Student's Signature: _____ Date: _____

C: Name Printed on Diploma

Please print your name as you wish it to appear on your diploma. Include all spaces, periods, accent marks, hyphens, etc. Your diploma name must be derived from your legal name (ex: Emily J. LaDuque = Emily Jeanne LaDUQUE or E. Jeanne LaDuque). You must provide legal documentation for requests that differ from your name on record at VIU.

Name Printed on Diploma (Please Print): _____

Fee: The fee for graduation is \$100 for both undergraduate and graduate students if paid by the deadline, and \$150 after the deadline. The fee for graduation is \$50 for certificate students if paid by the deadline, and \$75 after the deadline. The fee is non-refundable.

Minimum GPA: Master's degree or graduate level certificate students must have a minimum 3.0 cumulative GPA. Bachelor's degree or undergraduate level certificate students must have a minimum 2.0 cumulative GPA.

Records: Records are sealed at graduation. **No changes may be made to the academic record (transcript) after degree has been awarded.** Names of candidates for graduation/graduates will appear in the Commencement Program/diploma as they appear on students' academic record (transcript). All obligations whether academic or financial must be cleared before your records will be released.

Cancellation of Degree Application: Students who cancel their application or are cancelled by the Office of the Registrar, must reapply for graduation in order to be considered for a subsequent semester.



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D: Degree Audit by Dean of School

The purpose of the degree audit process is to verify the completed and remaining requirements a student has for graduation. It is the responsibility of each student anticipating graduation to be sure that all graduation requirements are met.

Application is: Approved Denied

Reviewed by _____ Date: _____

Approval Stipulations, if any:

Reason Denied, if applicable:

Other Comments:

Waivers and Substitutions

If you have had a degree requirement waived, or received approval that an elective course could be substituted for a core course, it is the student's responsibility to make sure that appropriate documentation about the waiver is on your student file.

Students will not be eligible to graduate until all degree requirements have been fulfilled and this degree audit is signed by either the dean of school or academic advisor.

Minimum GPA Required for Graduation

Students must maintain a 3.0 (B) grade point average and a minimum grade of not less than 2.0 (C) in all core courses to qualify for the master's degree or graduate level certificate programs.

Students must maintain a 2.0 (B) grade point average and a minimum grade of not less than 0.7 (D-) in all core courses to qualify for the bachelor's degree and the undergraduate certificate programs.

Credit Deduction

Before graduation, credits will be deducted for the following:

- Unauthorized repeats
- Excess remedial credits
- Two equivalent courses for which credit is not granted for both courses

Office Use Only

Date Received: _____ By: _____ Graduation Fee Paid Graduation Exit Survey