



# MISSISSIPPI VALLEY STATE UNIVERSITY®

OFFICE OF STUDENT RECORDS  
 MVSU 7264 • 14000 HWY 82 WEST • ITTA BENA, MISSISSIPPI 38941-1400  
 OFFICE: (662) 254.3321 • FAX: (662) 254.3325

## APPLICATION TO GRADUATE

### I AM APPLYING FOR:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> BACHELOR OF SCIENCE DEGREE        | <input type="checkbox"/> BACHELOR OF ARTS DEGREE           | <input type="checkbox"/> BACHELOR OF MUSIC EDUCATION DEGREE |
| <input type="checkbox"/> BACHELOR OF SOCIAL WORK DEGREE    | <input type="checkbox"/> MASTER OF ARTS IN TEACHING DEGREE |   |
| <input type="checkbox"/> MASTER OF SCIENCE                 | <input type="checkbox"/> MASTER OF ARTS                    |   |
| <input type="checkbox"/> MASTER OF BUSINESS ADMINISTRATION | <input type="checkbox"/> MASTER OF SOCIAL WORK             |   |

TO: FACULTY, DEPARTMENT CHAIR

I HEREBY RESPECTFULLY PETITION TO BE RECOGNIZED AS A CANDIDATE FOR GRADUATION UPON MY COMPLETION OF ALL REQUIREMENTS FOR THE DEGREE FOR WHICH I INDICATED. PLEASE PRINT LEGIBLY.

NAME	FIRST	MIDDLE	LAST
STUDENT ID NUMBER	DATE OF APPLICATION	TELEPHONE NUMBER	HOME COUNTY
PERMANENT HOME ADDRESS	STREET	CITY	STATE ZIP
E-MAIL ADDRESS	<input type="checkbox"/> I WILL PARTICIPATE IN COMMENCEMENT <input type="checkbox"/> I WILL NOT PARTICIPATE IN COMMENCEMENT		
MAJOR	DATE OF EXPECTED GRADUATION	MONTH	DAY YEAR

### I UNDERSTAND THAT

- I MUST SUBMIT ONE APPLICATION FOR EACH MAJOR DEGREE THAT I AM SEEKING.
- IF I DO NOT COMPLETE THE REQUIREMENTS FOR GRADUATION DURING THE SEMESTER FOR WHICH I HAVE APPLIED, I MUST REAPPLY FOR GRADUATION FOR A FUTURE SEMESTER.
- CAPS AND GOWNS ARE RENTED THROUGH THE MVSU BOOKSTORE LOCATED IN THE STUDENT UNION.
- MY DIPLOMA WILL BE MAILED TO THE ADDRESS LISTED IN THE BANNER SYSTEM (MVSU STUDENT DATABASE). PLEASE MAKE SURE YOUR MAILING ADDRESS IS CORRECT IN BANNER.
- THE OFFICIAL NAME ON FILE WILL APPEAR ON THE DIPLOMA. IF MY NAME HAS CHANGED, I UNDERSTAND THAT I MUST SUBMIT A "CHANGE OF RECORD FORM" TO THE OFFICE OF STUDENT RECORDS WITHIN THREE (3) WEEKS PRIOR TO COMMENCEMENT.
- THE GRADUATION FEE IS \$25.00.

APPLICANT'S SIGNATURE

DATE

### APPROVED SIGNATURES

DEPARTMENT CHAIR

PROVOST/VP FOR ACADEMIC AFFAIRS

DIRECTOR OF STUDENT RECORDS

ALL THREE APPROVED SIGNATURES MUST BE AFFIXED FOR APPLICATION TO BE VALID

THIS APPLICATION SHOULD BE FILED WITH THE DIRECTOR OF STUDENT RECORDS/UNIVERSITY REGISTRAR THREE MONTHS PRIOR TO THE COMPLETION OF YOUR DEGREE REQUIREMENT/COMMENCEMENT.