



Retroactive Graduation Application

Required after the 6 week graduation grace period has elapsed.

The Late Graduation Application can be used for the current term if the online application deadline has passed and the 6 week graduation grace period has not elapsed.

- A current degree evaluation showing completion of degree requirements must be attached.
- Diplomas from past semesters will contain the signatures of the current University President, Rector of the Board of Visitors, Provost, and University Registrar.

Eligibility:

- All requirements (courses, test and papers) were met and documented in the Registrar's Office at the time of requested graduation date.
- No additions/changes have been made to the records since that time.

Name: _____ Mason Student ID# _____
Last First

Daytime Phone: _____ Email: _____

Diploma Mailing Address (Required):

Street: _____ Apt #: _____ City, State: _____

Zip: _____ Country (if not USA): _____

Graduation Term Requested: _____

Semester

Year

Reason for Request: _____

Degree program as of your requested Graduation Term:

Note: New degree components, changed or declared, require a graduation date after that change.

Degree: _____ Major/Program: _____

Secondary Components:

2nd Major: _____ Concentration: _____

Minor: _____ 2nd Minor: _____

Certificate: _____

Student's Signature: _____

Department Approval: Major Requirements met per attached degree audit Denied, major requirements not met per attached degree audit

 Department Chair Name and Signature

 Date

 Dean Name and Signature

 Date

 Minor Department Signature (if applicable)

 Date

 Provost Signature (if applicable)

 Date

After approval signatures have been obtained, return this form to the Office of the University Registrar, Student Union Bldg 1, Room 2101 MS 3D1, Fax (703) 993-4668.

Final University Approval – Office of the University Registrar

Approved - Graduation Term: _____ Denied - Reason: _____

Registrar's Initials: _____/_____