



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: _____/_____