

## GRADUATION REQUIREMENTS/PROCEDURES FOR UNDERGRADUATES AND GRADUATES

### **UNDERGRADUATES**

- **Prospective graduating seniors must [apply](#) to the Office of the Registrar for final evaluation of credits and programs two full semesters in advance of the expected graduation date.**
- A \$25 graduation fee must be paid to the Bursary prior to final evaluation. This \$25 fee is valid for one year beyond the initial term selected for completing degree requirements. All financial obligations to the University must be cleared before an official diploma will be issued.
- Students planning to attend graduation should make arrangements with the [VSU Bookstore](#) for purchase of cap and gown.
- Diplomas for successful candidates are mailed to the local address provided on the Application for Degree. If this address should change, please contact the reviewer of your application directly to update your diploma mailing address. Updating your address in Banner will not update your diploma mailing address. Diplomas are mailed 7 to 10 days after graduation.
- Candidates for degrees must complete a minimum of 120 (more in selected majors) semester hours of academic work, with a cumulative grade point average of 2.00 or better calculated from all work attempted at Valdosta State University. Transfer credit applied to degree requirements may be used to satisfy hours but is **not** included in the VSU cumulative GPA requirements for graduation. No person will be graduated with less than a 2.00 VSU (Institutional) cumulative GPA.
- The academic work must include a minimum of 39 hours of upper division courses (that is, courses numbered 3000 or above), including at least 21 semester hours of upper division in the major field. A grade of “C” or better is required in major area courses and in the courses for the minor. Programs may specify other courses in which a grade of “C” or better is required.
- Of the 40 semester hours immediately preceding graduation, at least 30 must be taken in residence at Valdosta State University. Any student admitted to the University for the final year must be in residence for two semesters and must complete in this time at least 30 semester hours in residence, including 21 hours of senior college work in the major.
- Students who change their major or interrupt their college work for more than a year become subject to the requirements of the catalog in effect at the time of the change or re-enrollment to fulfill degree requirements. Approved Change of Major forms must be submitted to the Registrar.

- No degree credit at Valdosta State University can be granted for work completed 30 years before the date of request for evaluation of credits for graduation. Credit for work in some programs older than six years in advance of an expected date of graduation may be invalidated.
- For questions concerning degree requirements, please contact your academic advisor or the Office of the Registrar.

## **GRADUATE STUDENTS (Masters & Doctoral Candidates)**

- Students must [apply](#) for graduation one semester in advance.
- Students planning to attend graduation should make arrangements with the [VSU Bookstore](#) for purchase of cap, gown, and hood.
- A \$25 graduation fee must be paid to the Bursary prior to final evaluation. This fee is valid for one year beyond the initial term selected for completing degree requirements.
- All financial obligations to the University must be cleared before an official diploma will be issued.
- Diplomas for successful candidates are mailed to the local address provided on the Application for Degree. If this address should change, please contact the reviewer of your application directly to update your diploma mailing address. Updating your address in Banner will not update your diploma mailing address. Diplomas are mailed 7 to 10 days after graduation.
- A 3.0 cumulative GPA on all graduate courses completed at VSU after acceptance to the Graduate School is required for graduation.
- Courses taken more than seven years prior to the semester of degree completion cannot be used to meet graduate degree requirements.
- At least 50% of the student's course work must be completed in residence at VSU. No more than 6 semester hours of graduate course work may be accepted by transfer from another institution to VSU.
- Satisfactory completion of Comprehensive Examinations, Theses, and Dissertations must be reported to the Registrar before degree can be conferred.
- For questions concerning degree requirements, please contact your academic advisor or the Office of the Registrar.