

VALPARAISO UNIVERSITY GRADUATE SCHOOL  
FORMAL APPLICATION FOR DEGREE

VU ID Number: \_\_\_\_\_

Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PRINT FULL NAME LEGIBLY AS YOU WOULD LIKE IT TO APPEAR ON YOUR DIPLOMA:**

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Are you planning to participate in the COMMENCEMENT CEREMONY? YES  NO

**IMPORTANT NOTICE:** Your diploma will be available to be picked up **the day after graduation** from the **REGISTRAR'S OFFICE** for those who graduate in **MAY**. For those who graduate in **AUGUST**, your diploma will be available to be picked up in **LATE AUGUST** from the **REGISTRAR'S OFFICE**. Please contact the Registrar's Office 219-464-5212 for further details pertaining to diplomas.

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ PERSONAL Email Address: \_\_\_\_\_

Expected Date of Graduation:  MAY 2012  AUGUST 2012

Catalog Year: 20\_\_\_\_\_

**MASTER OF ARTS**

(check one concentration)

- Chinese Studies
- Clinical Mental Health Counseling
- Community Counseling
- English Studies & Communication
- Law / Chinese Studies
- Law / Clinical Mental Health Counseling
- Law / Psychology

**MASTER OF ARTS IN LIBERAL STUDIES**

(check one concentration)

- English
- Ethics & Values
- Gerontology
- History
- Human Behavior & Society
- Individualized
- Theology
- Theology & Ministry
- Law / MALS (list concentration): \_\_\_\_\_

**NURSING**

(Check one degree)

- MSN
- DNP

**EDUCATION SPECIALIST**

- School Psychology

**MASTER OF EDUCATION**

(check one concentration)

- Initial Licensure (including LEAPs)
- Education & Psychological Foundations
- Teaching & Learning

**MASTER OF SCIENCE**

(check one concentration)

- Digital Media
- Information Technology & Management
- International Commerce & Policy
- International Economics & Finance
- Law / International Commerce & Policy
- Law / Sports Administration
- Sports Administration

**MASTER OF BUSINESS ADMINISTRATION**

(check one concentration)

- General
- Accounting Specialization
- Law / Business Administration

**MASTER OF ENGINEERING MANAGEMENT**

- Engineering Management

**BUSINESS CERTIFICATES**

(check one concentration)

- Business Management
- Business Management for Counseling Students
- Business Management for Nursing Students

**POST MALS CERTIFICATES**

(check one concentration)

- English
- Ethics & Values
- Gerontology
- History
- Human Behavior
- Theology
- Theology & Ministry

**GRADUATE CERTIFICATES**

(check one concentration)

- TESOL Teaching English to Speakers of Other Languages
- LSP Legal Studies & Principles

Indicate the exact title of ALL previous DEGREES earned:

1. \_\_\_\_\_  Name of School \_\_\_\_\_

2. \_\_\_\_\_  Name of School \_\_\_\_\_

3. \_\_\_\_\_  Name of School \_\_\_\_\_

**SIGNED PRINTED DEGREE AUDIT MUST ACCOMPANY THIS APPLICATION.**

**\$20.00 APPLICATION FEE (SUBJECT TO CHANGE)**

**\$10.00 LATE FEE IF APPLICATION IS RETURNED AFTER FEBRUARY 3, 2012 (SUBJECT TO CHANGE)**

**CAP & GOWN (purchased at GRAD FINALE or at the VU Book Center)**

**OFFICE USE ONLY** Date Rec'd: \_\_\_\_\_ Staff: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Payment Type: Cash /Check #: \_\_\_\_\_ Credit/Debit Card

Status: \_\_\_\_\_ GPA: \_\_\_\_\_ To Registrar: \_\_\_\_\_

# Instructions to Print Your DEGREE AUDIT

1. To obtain your degree audit go to <https://datavu.valpo.edu>. You will need access to the Internet, and a printer.
2. Click on **LOG IN**. You will log in with the same username & password that you use to log into your VU e-mail.
3. Click on **Students**.
4. Under “Academic Profile”, click on **Program evaluation (degree audit)**.
5. Select the program which you are graduating from, then click on **Submit**.
6. Your degree audit will appear. **Print this off.**

You will see both the courses you have completed, and the ones in which you are currently enrolled. You then need to check to make sure that all of the blanks are filled in, and that the remaining requirements will be completed by the semester you’re planning to graduate.

- If your program lists the courses you need to take, you will then only fill in the semesters you are proposing to register for them.
- If your program doesn’t list the courses you need to take, then you will need to write in each course, along with the semesters you are proposing to register for them.
- If you have questions regarding courses for your program, contact your adviser to assist in completing this process.
- The purpose of completing the degree audit is to plan out your time for completing your degree. The courses you submit on this form are not final and may change once future schedules and classes become available.

*Once you have completed these steps:*

7. Have your audit signed by your adviser
8. Sign on the line provided
9. Submit your degree audit, your completed Application for Degree, and application fee to the Graduate Office.