

General Graduation FAQ

This page contains important information for students applying for graduation at West Virginia State University. Please review the appropriate section based on your intended graduation term.

For Fall & Spring Applicants

Important Application Updates

Note: The Graduation Application is not located in MyState. Do not refer to MyState for application status. All application information is available on this webpage.

How to Apply for Graduation

1. Students who will, or believe they will complete all requirements at the end of the Fall term should apply now (term prior to completing requirements).
2. Click the Graduation Application box below, read the information displayed on the page
 - **All students** completing **any** credential program should click the application and **carefully** select the correct credential expected to complete at the end of the term in which you are applying
 - **Graduates & Undergraduates;**
 - You will receive Commencement and Regalia information and instructions at a later date, once information is available.
 - Please monitor the website for all announcements and future time sensitive Regalia instructions, (emails will also be sent).
 - **Post Graduate Certificates & Licensure;** students seeking post graduate credentials programs or non-degree should use the same link, just be sure to select your correct credential.
3. Submit your application.
4. Verify your current Program/ Major and or Minor if applicable in MyState matches your application input.
 - Use Student Forms page above to resolve any differences to ensure you are evaluated for the appropriate program in which you are completing and have applied.

- Graduates & Undergraduates: You will receive Commencement and Regalia instructions at a later date via email.
- Post-Graduate Certificates & Licensure: Use the same application link, but ensure your selection is accurate.

After Submitting Your Application

- Graduation fees will be charged after the application closes. These must be paid before receiving transcripts.
- Once the application closes:
 - A preliminary evaluation will be completed.
 - The Registrar will coordinate with your department.
 - If student action is needed, you will be contacted via WVSU email.
 - Ensure all institutional obligations (balances, holds, etc.) are resolved.
 - Continue to monitor this site for ceremony updates.
 - After final grades are posted, a final degree audit will occur.
 - Diplomas will be custom-ordered after all requirements are met.
 - Official transcripts are available once degrees are awarded and holds are cleared.
 - Use MyState to view your unofficial transcript to confirm award status.
 - Students with obligations (e.g., FA Exit Counseling) must resolve them before the ceremony or mid-week after grades post for timely diploma ordering.

See the Fees & Obligations section below for more details.

For Summer Applicants

Important Application Updates

Note: Summer graduates do not participate in Commencement. There will be no regalia or ceremony instructions sent for summer graduates.

Note: The Graduation Application is not located in MyState. Do not refer to MyState for application status. All application information is available on this webpage.

How to Apply for Graduation

1. Students who will, or believe they will complete all requirements at the end of the Summer term should apply now (term prior to completing requirements).
2. Click the Graduation Application box below, read the information displayed on the page
 - **All students** completing **any** credential program should click the application and **carefully** select the correct credential expected to complete at the end of the term in which you are applying
 - **Graduates & Undergraduates;**
 - You will receive Commencement and Regalia information and instructions at a later date, once information is available.
 - Please monitor the website for all announcements and future time sensitive Regalia instructions, (emails will also be sent).
 - **Post Graduate Certificates & Licensure;** students seeking post graduate credentials programs or non-degree should use the same link, just be sure to select your correct credential.
3. Submit your application.
4. Verify your current Program/ Major and or Minor if applicable in MyState matches your application input.

- Use Student Forms page above to resolve any differences to ensure you are evaluated for the appropriate program in which you are completing and have applied.

After Submitting Your Application

- Graduation fees will be added after the application closes and must be paid before transcripts.
 - The Registrar's Office will conduct a preliminary review and consult departments.
 - Students will be notified via WVSU email if action is required.
 - Ensure all institutional obligations are resolved.
 - After the term ends and grades are posted, a final review will be completed.
 - Diplomas will be ordered after confirming all academic obligations are met.
 - Final transcripts will be available after the degree is awarded and obligations are cleared.
 - You can view your unofficial transcript in MyState to confirm.

To avoid delays, resolve any outstanding obligations (e.g., financial balances, exit counseling) before the end of the term or mid-week following the posting of final grades.

See the Fees & Obligations section below for more details.

Fees & Obligations

OBLIGATIONS

All obligations to the institution must be satisfied prior to receipt of grades, transcripts.

Obligations include but are not limited to

- Due balances or Financial Obligations to OSA, Cashier
- Financial Aid Exit Counseling
- Library holds, books (equipment), or fines
- Bookstore holds or rented textbooks

ANY & ALL OUTSTANDING OBLIGATIONS WILL PREVENT RELEASE OF TRANSCRIPTS AND DIPLOMAS

- Please be sure to settle all obligations prior to the Ceremony or no later than midweek following the Ceremony (when final grades are posted).
- Diplomas are custom ordered AFTER obligations are requirements are met & confirmed.
- Transcripts are available immediately following confirmations.

If you are unable to meet obligations in a timely manner, please contact the Registrar Office (registration@wvstateu.edu) **after** all settlements have been made, to have your diploma ordered and released.

Fees

Graduation Application fee is \$200.

Graduation Application fees are accessed at the start of the graduating term and may be paid utilizing available Financial Aid or Veteran Benefits.

By following deadlines and applying on time, students could potentially save direct out of pocket cost for the fee.

The fee is non-refundable and applied to all applicants regardless of participation in commencement.

- Fees will be applied once the application closes.
- Fees can be paid at the OSA's Cashier window, or through MyState.

If you do not qualify for your degree the semester in which you originally apply, you must submit a new application for graduation by the deadline in the semester prior that you will meet the requirements for your degree.

- Applications do not roll to the next term.
- If you have already paid your graduation application fee, you will not need to pay another graduation application fee to re-apply.

*An applied charge or payment of the fee (nor Ceremony participation) are conferrals of degree completion.