

Request to Re-Open Application for Degree

Former students of Messiah College who did not complete their outstanding degree requirements may request to re-open their Application for Degree for purposes of evaluation. Students who are more than twelve months from their original anticipated date of graduation are subject to a \$75 fee that will be assessed at the time the application is re-opened. After the evaluation, students have six months to complete the outstanding requirements for the degree and after that time, they may be subject to an additional fee assessment associated with another evaluation of records.

Note that the student is required to complete the curriculum requirements in effect at the time the application is re-opened.

To initiate this request, send a letter in writing to the Registrar's Office and include the following information:

- Reason for your request
- Current name, mailing address and email address
- Messiah ID number or last four digits of your social security number (for correct record identification purposes only)
- Name under which you last attended
- Major at the time of attendance
- Dates of attendance
- Signature
- \$75 payment - check made payable to Messiah College

Inquiries may be sent to: Messiah College, [Office of the Registrar](#), Box 3007, Grantham PA 17019.