



**Registrar's Office
2017-2018 Application for Graduation**

Submission Deadlines:

Fall completers: July 1, 2017 - September 21, 2017

Spring completers: July 1, 2017 - February 6, 2018

Summer completers: July 1, 2017 - June 13, 2018

DEADLINE FOR APPLICATION: Prospective graduates are required to submit applications for graduation one semester prior to their expected graduation. The graduation fee is not required at the time of application. **Graduation Fees are Non-Refundable.**

Instructions:

1. Complete information as requested below and return the application to the Registrar's Office. **All applications must be typed.**
2. The name on your University records **MUST** be the same as your degree. This means that you must correct your records should your marital status change, or you wish to change your name for any reason, providing you submit the proper paperwork.
3. Submit proof of payment of the graduation fee to the Registrar's Office by the specified deadline date.

Name: _____ SUSLA ID # **9000**
(as it will appear on your degree)

DEGREE YOU ARE SEEKING: (CHECK ONE)		AAS ___	AGS ___	AS ___	CTS ___	CAS ___	TD ___
Major _____	Second Major (if applicable) _____						
Concentration _____	Second Concentration (is applicable) _____						

NOTE: A GRADE OF "D" CANNOT BE USED TOWARD GRADUATION REQUIREMENTS IN MAJOR AND CONCENTRATION COURSES.

In which term will you complete all degree requirements? <input type="checkbox"/> Summer (August) <input type="checkbox"/> Fall (December) <input type="checkbox"/> Spring (May) Year _____		
	Yes	No
Were you a candidate for graduation last year?		
If yes, did you file an application for graduation with the Registrar's Office?		
If yes, did you pay the required graduation fee?		
Are you substituting any courses?		
If yes, have you made certain all substitution forms have been submitted to the Registrar's Office?		
If no, all substitution forms must be received by the Registrar no later than September 21, 2017 (Fall completers), February 6, 2018 (Spring completers) or July 13, 2018 (Summer completers).		
Have you taken courses at another institution?		
If yes, please list the institution.		
Are all of your official transcripts on file in the Registrar's Office?		
If no, you must secure official transcripts before September 21, 2017 (Fall completers), February 6, 2018 (Spring completers) or July 13, 2018 (Summer completers).		
Do you plan to participate in the commencement ceremony?		

NOTE: Degrees will not be posted until official transcripts for all courses have been evaluated and verified as valid toward your degree requirements. Students must earn a minimum 2.0 GPA in all major and/or concentration courses. Grades of "D" will not transfer into your program of study.

Your signature below gives SUSLA permission to release directory information to educational institutions requesting data on its graduates, list your name as a graduate in various media outlets and utilize photos in various media outlets and promotional publications.

List the permanent address and telephone number at which you may be reached. If necessary, your diploma will be mailed to this address. Updates must be provided if this changes. Remember to check your SUSLA e-mail frequently through graduation for important information.	
Street Address: _____	City/State/Zip: _____
Cell Phone Number: () _____	Cell Phone Provider: _____ (AT&T, Sprint, Verizon, etc.)
E-mail Address: _____@susla.edu	Personal Email Address: _____

NOTE: If for any reason you do not meet degree requirements as planned, the graduation fee will remain on file for one year. However, a new application for graduation is required.

Student's Signature _____

Date _____

Advisor's Signature _____

Date _____

Graduation Fee: \$90.00 (a late application fee may apply after the deadline). NOTE: SUSLA reserves the right to modify any fee without prior notification.
