SOUTHERN UNIVERSITY SHREVEPORT LOUISIANA

Excellence • Integrity • Accountability • Service • Diversity

DEADLINE FOR APPLICATION: Prospective graduates are required to submit applications for graduation one semester prior to their expected graduation regardless of your intent to participate in the commencement ceremony. The graduation application fee is <u>not</u> required at the time of application. **Graduation Application Fees are Non-Refundable.**

Instructions:
1. Complete information as requested below and return the application, with an approved (signed) degree plan, to the Registrar's Office by the specified deadline date. **All applications must be <u>typed</u>.**
2. The name on your University records <u>MUST</u> 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 application fee to the Registrar's Office by the specified deadline date.

Name: _____   SUSLA ID # _____

(as it will appear on your degree)

FIRST DEGREE YOU ARE SEEKING:	SECOND DEGREE YOU ARE SEEKING *(in the same semester)*:
AA AAS AGS AS CAS CTS TD	AA AAS AGS AS CAS CTS TD
First Major _____	Second Major (if applicable) _____
First Concentration _____	Second Concentration (if applicable) _____
Completion Term: Fall Year 2024	Completion Term: Fall Year 2024

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

	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 application fee?		
Are you substituting any courses?		
If yes, are all substitution forms on file in the Registrar's Office? See your academic advisor for details.		
If no, all substitution forms are due in the Registrar's Office by July 19, 2024.		
Have you taken courses at another college or university?		
If yes, please list the college/university(s).		
Are all of your official transcripts on file in the Registrar's Office?		
If no, official transcripts are due in the Registrar's Office on July 19, 2024.		
Are you pursuing two degrees in the same semester? (Example: Computer Science and Web Development)		
Do you plan to participate in the commencement ceremony? **NOTE:** The commencement participation fee is required.		

NOTE: Degrees will not be posted until official transcripts for all courses have been evaluated and verified as valid toward your degree requirements. 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 SUS 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: _____ @sus.edu   Personal Email Address: _____

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

Student's Signature/Date _____   Advisor's Signature/Date _____

Graduation Application Fee: **$90.00** (a late application fee may apply after the deadline). An additional **$75.00** fee is required for all graduates participating in the commencement ceremony. **NOTE:** SUSLA reserves the right to modify any fee without prior notification.