



## 2020-2021 Commencement Guide



## Office of Records and Registration

*Released October 5, 2020*

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**NOTE:** The guide is intended to provide instructions and information for December 2020, May 2021 and August 2021 degree completers planning to participate in the Spring 2021 Commencement Ceremony.



October 5, 2020

Dear Prospective Graduate:

Our records show that you have earned enough hours to become a prospective graduate at Southern University at Shreveport (SUSLA)! You've made significant steps toward accomplishing your educational goals.

Our office has developed the *2020-2021 Commencement Guide* as a tool to provide you with all details regarding graduation. Students with the intention to participate in the Spring 2021 commencement exercises must ensure the following are complete by April 7, 2021:

- All transfer credit hours are posted to your permanent academic record. Please note all official transcripts must be received and evaluated by the Registrar's Office.
- All course substitutions are submitted by your academic advisor.
- All credit for Credit by Experience and Credit by Examination (CLEP) results are posted to your permanent academic record. Please note an official copy of your scores must be submitted to the Registrar's Office.

Updates regarding deadlines, commencement preparation, and all other graduate-specific commencement information will be emailed to the email addresses on file in the Registrar's Office. You are strongly encouraged to ensure your email account is active.

Additional questions or concerns may be submitted to the staff of the Registrar's Office at [registrar@susla.edu](mailto:registrar@susla.edu) or 318-670-9229.

Congratulations again on earning "prospective graduate" status and we pray you will have a successful academic year.

Sincerely,

Lalita D. Rogers, PhD  
University Registrar

**PART I**

**BEFORE**

**GRADUATION**

## **DISTINCTION BETWEEN GRADUATION AND COMMENCEMENT**

**Graduation** is the completion of all graduation requirements and official posting of a student's degree to his/her academic record.

All coursework and all other degree requirements must be completed prior to the degree conferral date for the graduation term. A degree cannot be conferred unless all coursework has received a final grade (NOTE: "I" grades are not final). Students enrolled as a visiting student at another institution during their final semester must complete all course work and the final grade(s) at the visited institution must be submitted by the final grades deadline date for graduation candidates as stated on Southern University at Shreveport's academic calendar.

**Commencement** is the ceremony for participating students who are eligible to graduate. The university confers degrees at the end of the spring only. The commencement ceremony recognizes summer, fall and spring degree candidates.

**Note:** Participation in the commencement ceremony **DOES NOT** constitute official graduation from the university.

## **GRADUATION PROCEDURES**

It is the responsibility of each student to become familiar with degree requirements, graduation requirements, and all other aspects of satisfactory academic progress. Each student is assigned an academic advisor to assist in planning course schedules and give advice on timely graduation planning. However, the ultimate responsibility for understanding and completing degree requirements lies with the student.

- Student earns a minimum of 45 credit hours and is considered a potential graduate

Step 1



- Registrar's Office provides list of enrolled students to Division Heads to assist in identifying potential graduates

Step 2



- Student submits application for graduation to Registrar's Office and Regalia Order form to the Bookstore

Step 3



- Advisor prepares degree plan and Division Head submits the approved degree plan to the Registrar's Office by the designated deadline

Step 4



### No Academic Deficiencies

- Registrar's Office conducts the preliminary degree audit and notifies the student and advisor of the results via email

Step 5



- The student begins the graduation clearance process to include graduation check-out and graduation fee payment

Step 6



- Student provides completed graduation check-out form and proof of payment to the Registrar's Office by the designated deadline

Step 7



### Academic Deficiencies

- Registrar's Office conducts the preliminary degree audit and notifies the student and advisor of the results

Step 5



- The advisor resolves the academic deficiency (if applicable) and the Division Head provides documentation to the Registrar's Office for processing.

Step 6



- The student begins the graduation clearance process to include graduation check-out and graduation fee payment

Step 7



- Student provides completed graduation check-out form and proof of payment to the Registrar's Office by the designated deadline

Step 8





## Programs of Study

### DIVISION OF ALLIED HEALTH & NURSING

**Mrs. Joann Brown (Dean)**

[joann.brown@sus.edu](mailto:joann.brown@sus.edu) ~ 318-670-9651

Metro Campus Location: 610 Texas Street, Suite 219 ~ Shreveport, LA 71103

Associate Degrees		Department Head	Contact Information
A.A.S.	Dental Hygiene	Lynne Eatman	<a href="mailto:lynne.eatman@sus.edu">lynne.eatman@sus.edu</a>
A.A.S.	Health Information Technology	Kim May	<a href="mailto:kimberly.may@sus.edu">kimberly.may@sus.edu</a>
A.A.S.	Medical Laboratory Technician	Patricia Brown	<a href="mailto:patricia.brown04@sus.edu">patricia.brown04@sus.edu</a>
A.A.S.	Radiologic Technology	Shelia Swift	<a href="mailto:shelia.swift@sus.edu">shelia.swift@sus.edu</a>
A.A.S.	Respiratory Therapy	Claudine Matthews	<a href="mailto:claudine.matthews@sus.edu">claudine.matthews@sus.edu</a>
A.A.S.	Surgical Technology	Didaciane Keys	<a href="mailto:didaciane.keys@sus.edu">didaciane.keys@sus.edu</a>
A.A.S.	Polysomnographic Technology	Joann Brown	<a href="mailto:joann.brown@sus.edu">joann.brown@sus.edu</a>
A.S.	Nursing	Tiffany Varner	<a href="mailto:tiffany.varner@sus.edu">tiffany.varner@sus.edu</a>
A.S.	Nursing (Accelerated LPN-RN Tract)	Tiffany Varner	<a href="mailto:tiffany.varner@sus.edu">tiffany.varner@sus.edu</a>
Certificate Programs		Department Head	Contact Information
C.A.S.	Medical Coding Specialist	Kim May	<a href="mailto:kimberly.may@sus.edu">kimberly.may@sus.edu</a>
C.T.S.	Dialysis Technician	Didaciane Keys	<a href="mailto:didaciane.keys@sus.edu">didaciane.keys@sus.edu</a>
C.T.S.	Emergency Medical Technician - Basic	Joann Brown	<a href="mailto:joann.brown@sus.edu">joann.brown@sus.edu</a>
C.T.S.	Healthcare Access Associate	Kim May	<a href="mailto:kimberly.may@sus.edu">kimberly.may@sus.edu</a>
C.T.S.	Phlebotomy	Patricia Brown	<a href="mailto:patricia.brown04@sus.edu">patricia.brown04@sus.edu</a>
C.T.S.	Sterile Processing Technician	Didaciane Keys	<a href="mailto:didaciane.keys@sus.edu">didaciane.keys@sus.edu</a>
C.N.A.	Certified Nursing Assistant	Pauline Alak	
Technical Diploma		Department Head	Contact Information
TD	Emergency Medical Technician – Paramedic	Michael Cook	<a href="mailto:micheal.cook01@sus.edu">micheal.cook01@sus.edu</a>
Continuing Education		Department Head	Contact Information
LPN	Licensed Practical Nurse	Melanie Scott	<a href="mailto:melanie.scott@sus.edu">melanie.scott@sus.edu</a>





## Programs of Study

### DIVISION OF ARTS, HUMANITIES, SOCIAL SCIENCES AND EDUCATION

**Dr. Lonnie McCray (Dean)**

[lonnie.mccray@sus.edu](mailto:lonnie.mccray@sus.edu) ~ 318-670-9363

Main Campus Location: 3050 Martin Luther King, Jr. Drive ~ Shreveport, LA 71107  
Leonard C. Barnes Administration Building, Room A0049

Associate Degrees		Department Head	Contact Information
A.S.	Human Services <i>Options: Health and Human Services <b>or</b> Substance Abuse Counseling</i>	Jerushka Ellis	<a href="mailto:jerushka.ellis@sus.edu">jerushka.ellis@sus.edu</a>
A.G.S.	General Education Concentration	Joslin Pickens	<a href="mailto:joslin.pickens@sus.edu">joslin.pickens@sus.edu</a>
A.G.S.	Health and Physical Education Concentration	Terence Vinson	<a href="mailto:terence.vinson@sus.edu">terence.vinson@sus.edu</a>
A.G.S.	Psychology Concentration	Lonnie Hamilton	<a href="mailto:lonnie.hamilton@sus.edu">lonnie.hamilton@sus.edu</a>
A.G.S.	Sociology Concentration	Lonnie Hamilton	<a href="mailto:lonnie.hamilton@sus.edu">lonnie.hamilton@sus.edu</a>
A.G.S.	Foreign Language Concentration	Wanda Waller	<a href="mailto:wanda.waller@sus.edu">wanda.waller@sus.edu</a>
A.G.S.	Journalism Concentration	Joslin Pickens	<a href="mailto:joslin.pickens@sus.edu">joslin.pickens@sus.edu</a>
A.G.S.	Speech Pathology Concentration	Gaddie Baker	<a href="mailto:gaddie.baker@sus.edu">gaddie.baker@sus.edu</a>
A.A.S.	Criminal Justice Administration	Frederick Jackson	<a href="mailto:frederick.jackson@sus.edu">frederick.jackson@sus.edu</a>
A.A. (LT)	Humanities Concentration	Wanda Waller	<a href="mailto:wanda.waller@sus.edu">wanda.waller@sus.edu</a>
A.A. (LT)	Fine Arts Concentration	Wanda Waller	<a href="mailto:wanda.waller@sus.edu">wanda.waller@sus.edu</a>
A.A. (LT)	Mass Communication Concentration	Joslin Pickens	<a href="mailto:joslin.pickens@sus.edu">joslin.pickens@sus.edu</a>
A.A. (LT)	Social Science Concentration	Lonnie Hamilton	<a href="mailto:lonnie.hamilton@sus.edu">lonnie.hamilton@sus.edu</a>
A.A. (LT)	Criminal Justice Concentration	Frederick Jackson	<a href="mailto:frederick.jackson@sus.edu">frederick.jackson@sus.edu</a>
Certificate		Department Head	Contact Information
C.T.S.	Child Development	Terence Vinson	<a href="mailto:terence.vinson@sus.edu">terence.vinson@sus.edu</a>





## Programs of Study

### DIVISION OF BUSINESS, MATH, SCIENCE AND TECHNOLOGY

**Dr. Barry Hester (Dean)**

[barry.hester@sus.edu](mailto:barry.hester@sus.edu) ~ 318-670-9407

Main Campus Location: 3050 Martin Luther King, Jr. Drive ~ Shreveport, LA 71107  
Louis Collier Building, Room H0106

Associate Degrees		Department Head	Contact Information
A.S.	Computer Science	Vanessa White	<a href="mailto:vanessa.white@sus.edu">vanessa.white@sus.edu</a>
A.S.	Accounting	Alywin Holmon	<a href="mailto:aylwin.holmon@sus.edu">aylwin.holmon@sus.edu</a>
A.S.	Business Management	Regina Webb	<a href="mailto:regina.webb@sus.edu">regina.webb@sus.edu</a>
A.G.S.	Computer Science Concentration	Vanessa White	<a href="mailto:vanessa.white@sus.edu">vanessa.white@sus.edu</a>
A.G.S.	Biology Concentration	John Alak	<a href="mailto:john.alak@sus.edu">john.alak@sus.edu</a>
A.G.S.	Physical Science Concentration	Tracie Reed	<a href="mailto:tracie.reed@sus.edu">tracie.reed@sus.edu</a>
A.G.S.	Mathematics Concentration	Vanessa White	<a href="mailto:vanessa.white@sus.edu">vanessa.white@sus.edu</a>
A.G.S.	Physics Concentration	Tracie Reed	<a href="mailto:tracie.reed@sus.edu">tracie.reed@sus.edu</a>
A.G.S.	Science/Pre-Allied Health Concentration	Barry Hester	<a href="mailto:barry.hester@sus.edu">barry.hester@sus.edu</a>
A.G.S.	Chemistry Concentration	Barry Hester	<a href="mailto:barry.hester@sus.edu">barry.hester@sus.edu</a>
A.G.S.	Pre-Engineering Concentration	Tracie Reed	<a href="mailto:tracie.reed@sus.edu">tracie.reed@sus.edu</a>
A.G.S.	Business Administration Concentration	Regina Webb	<a href="mailto:regina.webb@sus.edu">regina.webb@sus.edu</a>
A.S. (LT)	Biological Sciences Concentration	John Alak	<a href="mailto:john.alak@sus.edu">john.alak@sus.edu</a>
A.S. (LT)	Physical Sciences Concentration	Tracie Reed	<a href="mailto:tracie.reed@sus.edu">tracie.reed@sus.edu</a>
A.A. (LT)	General Business Concentration	Regina Webb	<a href="mailto:regina.webb@sus.edu">regina.webb@sus.edu</a>
Certificates		Department Head	Contact Information
C.A.S.	Computer Information Systems	Vanessa White	<a href="mailto:vanessa.white@sus.edu">vanessa.white@sus.edu</a>
C.A.S.	Web Development	Iris Champion	<a href="mailto:iris.champion@sus.edu">iris.champion@sus.edu</a>
C.T.S.	Computer Networking Technology	Iris Champion	<a href="mailto:iris.champion@sus.edu">iris.champion@sus.edu</a>
C.T.S.	Accounting Technology Clerk	Regina Webb	<a href="mailto:regina.webb@sus.edu">regina.webb@sus.edu</a>
C.T.S.	Administrative Technology Specialist	Regina Webb	<a href="mailto:regina.webb@sus.edu">regina.webb@sus.edu</a>
Technical Diploma		Department Head	Contact Information
T.D.	Airframe and Powerplant Maintenance Technology	Timothy Banks	<a href="mailto:timothy.banks@sus.edu">timothy.banks@sus.edu</a>

## REQUIREMENTS FOR GRADUATION

To receive the Associate in Arts, Associate of Science, Associate of Applied Science, Technical Diploma or Certificate, a student must:

- Complete all course requirements in the prescribed program of study as prescribed in the University Catalog.
- Earn a minimum of 2.0 in all major courses.
- Earn a minimum cumulative 2.0 grade point average.
- All graduates must complete at least 25% of coursework through instruction offered by Southern University at Shreveport.
- **ALL FINANCIAL INDEBTEDNESS, INCLUDING FINES AND DISCIPLINARY SANCTIONS MUST BE CLEARED by April 7, 2021.**

### **Fall 2020 Critical Deadlines and Dates:**

□ First day to apply for graduation <b>(All 2020-2021 Prospective Graduates)</b>	July 1, 2020
□ First day of class; add/drop period begins; late registration begins (late fee applies)	August 12, 2020
□ Final Day to Pay fees for the Fall 2020 semester (revised <i>official census date</i> )	September 21, 2020
□ Last day to submit Graduation Application to Registrar's Office	September 21, 2020
□ Deadline to submit documentation in consideration for degree completion (official transcripts from other institutions, approved course substitution forms, CLEP exam scores, Credit for Prior Learning (CPL), or Credit by Examination for <b>December completers</b> )	September 21, 2020
□ Last day for advisors to submit Degree Plans for <b>December Completers</b>	September 21, 2019
□ First day for Spring 2021 Registration	October 5, 2020
□ First day for prospective graduates to schedule the graduate proficiency exam. Please contact Mr. Marquis Hall at <a href="mailto:mhall@susla.edu">mhall@susla.edu</a> for details. NOTE: The exam is now 100% online proctored by Examity. <b>(All Associate Degree seeking students.)</b>	October 15, 2020
□ First day to complete Financial Aid Exit counseling for <b>December Completers</b>	October 15, 2020
□ Last day to drop class with a "W"	October 22, 2020
□ Deadline to submit the Graduation Application Term Change request for <b>December Completers</b>	October 29, 2020
□ Deadline to withdraw from the university (full-term 16-week courses and 2 <sup>nd</sup> 8-week courses)	October 29, 2020
□ Last day to complete Financial Aid Exit counseling Follow-up Survey for <b>December completers</b> (Financial Aid – <a href="mailto:financialaid@susla.edu">financialaid@susla.edu</a> )	November 15, 2020
□ Deadline to submit the Graduation Clearance form for <b>December completers</b>	November 20, 2020
□ Deadline to pay graduation fees (graduation application fee and commencement participation fee, if applicable) for <b>December Completers</b> ( <i>late fee applies</i> )	November 20, 2020
□ Final grades due in Registrar Office for <b>December Completers</b>	December 10, 2020
□ Last day to remove "I" grades for Spring 2020 and Summer 2020 due to COVID-19 restrictions <b>(All 2020-2021 Prospective Graduates)</b>	December 16, 2020

*Applications for Graduation and Degree Plans are due in the Registrar's Office on or before September 22, 2020 for Fall 2020 completers. Any applications received after this will be processed and a late fee of \$25.00 applied.*

### Spring 2021 Critical Deadlines and Dates:

□ First day to apply for graduation ( <b>May Completers</b> )	July 1, 2020
□ First day for prospective graduates to schedule the graduate proficiency exam. Please contact Mr. Marquis Hall at <a href="mailto:mhall@susla.edu">mhall@susla.edu</a> for details. NOTE: The exam is now 100% online proctored by Examity. ( <b>All Associate Degree seeking students.</b> )	October 15, 2020
□ First day of class; add/drop period begins; late registration begins (late fee applies)	January 11, 2021
□ Final Day to Pay fees for the for the Spring 2021 semester ( <i>official census date</i> )	February 2, 2021
□ Last Day to apply for graduation as a Summer 2021 degree completer	February 2, 2021
□ Deadline to submit documentation in consideration for degree completion (official transcripts from other institutions, approved course substitution forms, CLEP exam scores, Credit for Prior Learning (CPL), or Credit by Examination for <b>May Completers</b> ).	February 2, 2021
□ First day to complete Financial Aid Exit counseling ( <b>May Completers</b> )	March 1, 2021
□ Last day to remove “I” grade for Fall 2020	March 18, 2021
□ Last day to complete Financial Aid Exit counseling Follow-up Survey for <b>May completers</b> (Financial Aid – <a href="mailto:financialaid@susla.edu">financialaid@susla.edu</a> )	March 18, 2021
□ Last day to drop class with a “W”	April 7, 2021
□ Last day to submit Graduation Application to Registrar’s Office ( <b>All Prospective Graduates</b> )	April 7, 2021
□ Last day for advisors to submit Degree Plans ( <b>All Prospective Graduates</b> )	April 7, 2021
□ Deadline to pay graduation application fee and commencement participation fee (if applicable) <u>without</u> a late fee ( <b>May Completers</b> )	April 7, 2021
□ Deadline to submit the Graduation Clearance form ( <b>All Prospective Graduates</b> )	April 7, 2021
□ First day for University Bookstore to ship regalia and invitation packets to <b>All Prospective Graduates</b>	April 7, 2021
□ Deadline to withdraw from the university for Spring 2021	April 8, 2021
□ Deadline to submit the Graduation Application Term Change request for <b>May Completers</b>	April 15, 2021
□ Last day to pay graduation application fee and commencement participation fee (if applicable) for <b>All Prospective Graduates</b> ( <i>late fee applies</i> )	April 15, 2021
□ Last day to secure fiscal clearance to participate in graduation ( <b>All Prospective Graduates</b> )	April 15, 2021
□ Deadline to submit the Special Permission to Participate in the Commencement Ceremony Request Form for <b>May Completers Only</b>	April 15, 2021
□ Final Grades due in Registrar’s Office for Prospective Graduates	May 10, 2021
□ Honor Cord Distribution – 8:30 a.m. until 1:00 p.m. for <b>eligible Graduates Only</b>	TBD
□ Commencement Rehearsal – <b>MANDATORY</b> for <b>ALL commencement participants</b> (date, location and time to be determined due to COVID-19 restrictions)	TBD
□ Commencement (date, location and time to be determined due to COVID-19 restrictions)	TBD

### **Summer 2021 Critical Deadlines and Dates:**

□ First day to complete Financial Aid Exit counseling ( <b>August Completers</b> )	June 1, 2021
□ First day for prospective graduates to schedule the graduate proficiency exam. Please contact Mr. Marquis Hall at <a href="mailto:mhall@susla.edu">mhall@susla.edu</a> for details. NOTE: The exam is now 100% online proctored by Examity. ( <b>All Associate Degree seeking students.</b> )	June 1, 2021
□ First day of class for Summer Session I (8-week session) and II (first 4-week session; add/drop period begins; late registration begins ( <i>late fee applies</i> ))	June 3, 2021
□ Final day to pay fees Summer Session I (8-week session) and Summer Session II (first 4-week session) ( <i>official census date</i> )	June 17, 2021
□ Last day to submit Graduation Application to Registrar's Office ( <b>August Completers</b> )	June 17, 2021
□ Last day for advisors to submit Degree Plans ( <b>August Completers</b> )	June 17, 2021
□ Deadline to pay graduation fees (graduation application fee and commencement participation fee, if applicable) for <b>August Completers</b> ( <i>late fee applies</i> )	June 17, 2021
□ Deadline to submit documentation in consideration for degree completion (official transcripts from other institutions, approved course substitution forms, CLEP exam scores, Credit for Prior Learning (CPL), or Credit by Examination for <b>August Completers</b> ).	June 17, 2021
□ Deadline to submit the Graduation Clearance form for <b>August Completers</b>	June 17, 2021
□ Last day to complete Financial Aid Exit counseling Follow-up Survey for <b>August completers</b> (Financial Aid – <a href="mailto:financialaid@susla.edu">financialaid@susla.edu</a> )	June 23, 2021
□ Last day to drop class with a “W” for Summer Session II	June 23, 2021
□ Deadline to withdraw from the university Summer Session II	June 25, 2021
□ First day to apply for Fall 2021 graduation for <b>December Completers</b>	July 1, 2021
□ First day of class for Summer Session III (second 4-week session); add/drop period begins; late registration begins ( <i>late fee applies</i> )	July 6, 2021
□ Deadline to submit the Graduation Application Term Change request for <b>August Completers</b>	July 13, 2021
□ Final day to pay fees for Summer Session III ( <i>official census date</i> )	July 13, 2021
□ Last day to drop class with a “W” for Summer Session I	July 22, 2021
□ Last day to drop class with a “W” for Summer Session III	July 22, 2021
□ Deadline to withdraw from the university Summer Session I	July 26, 2021
□ Deadline to withdraw from the university Summer Session III	July 26, 2021
□ Final grades due in Registrar Office for <b>August Completers</b>	August 3, 2021

### **LAST TERM OF ENROLLMENT**

Students should be currently enrolled in the semester for which they intend to complete degree requirements.

### **CONCURRENT DEGREES/DUAL DEGREES**

Students who earn two (2) or more certificates/degrees in the same semester must satisfy the requirements for both degrees and pay an additional fee of \$25.00 for any second diploma or certificate earned in the same semester.

An additional graduation application fee is required for degrees earned in a different semester (ex. Certificate of Applied Science in Medical Coding Specialist earned in the Summer term and the Associate of Applied Science in Health Information Technology earned in the Fall term).

## HONOR GRADUATES

Students who achieve certain academic distinction through earned grade point averages will graduate with honors. The cumulative grade point average determines the level of distinction. The following standards apply:

3.75 - 4.00 (with highest honor)	3.50 - 3.74 (with high honor)	3.1 - 3.49 (with honor)
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**NOTE:** Scholastic honors for graduation are determined at the close of the semester prior to the semester of graduation.

## RESCINDING OF DEGREES AND CERTIFICATES

Southern University at Shreveport reserves the right to rescind the awarding of associate degrees and certificates if the university discovers that the degrees and certificates were awarded in error.

## RESIDENT CREDIT REQUIREMENTS

The University requires that students seeking a degree or certificate from Southern University at Shreveport complete at least 25% of coursework through instruction offered by Southern University at Shreveport.

## GRADUATION FEES

Graduation fees cover the cost of assessing student records for eligibility to graduate, degree/certificate, etc. and must be paid prior to securing regalia (cap & gown). Proof of payment is required to retrieve regalia from the University Bookstore. No graduation fees will be accepted after **April 15, 2021**.

### **Graduation Application Fee**

The Graduation Application Fee of \$90.00 is **required** for each student who submits an Application for Graduation. The fee will be automatically charged to your student account. If for any reason you don't meet degree requirements as planned, the graduation application fee will remain on file for one year after the initial term for graduation (ex. Fall 2019 to Fall 2020). Proof of payment is required for processing.

### **Commencement Participation Fee**

Each graduate planning to participate in the commencement ceremony will be **required** to pay the \$75.00 Commencement Participation Fee. This fee will cover the costs of commencement-related services, resources, events and programmatic elements of the commencement experience from beginning to end. Commencement related activities and/or items include: regalia (cap, gown, hood, and tassel), 5 graduation invitations, and the graduate reception. There is NO refund if regalia (cap and gown) is not used. Proof of payment is required for processing.

### **Diploma Mailing Fee**

Graduates not able to retrieve their diplomas from the Registrar's Office or immediately following the commencement ceremony (Spring completers only), can request that the diploma be mailed for a \$10.00 fee for each diploma. Proof of payment is required for processing.

Please complete the *Diploma/Certificate Mailing Request* and submit to the Registrar's Office. Proof of payment is required for processing.

**ALL GRADUATION FEES ARE NON-REFUNDABLE.**

## FINANCIAL AID EXIT INFORMATION

Southern University Shreveport, Louisiana (SUSLA) has partnered with EVERFI, whose mission is to help students address critical life skills such as alcohol abuse prevention, sexual assault prevention, and financial literacy in higher education institutions across the country. Each year over 5 million students and employees complete these courses.

As part of our comprehensive financial literacy program for students, SUSLA expects you to complete the GRADUATION course. This online education will empower you to make well-informed decisions about issues that affect your years at SUSLA and beyond.

*\*\*\*\*\*This is a part of your Financial Aid graduation requirements and both parts must be completed prior to **April 7th**. This requirement is in addition to Exit Counseling for loans. If you received any form of financial aid (i.e. Pell Grant, Student loans, PLUS loans, TOPS, LA Go Grant, Scholarships, & FSEOG.), you are required to take this course.\*\*\*\*\**

The GRADUATION course will be available starting **October 15th** with a deadline of **April 7th**.

### **PLEASE READ THE FOLLOWING CAREFULLY:**

To fulfill SUSLA's Financial Aid requirements:

You will need one EVERFI Higher Education account to access the course(s) from your Dashboard\*

- Go to: <http://www.everfi.com/login> and click Register
- Under "Student/Learner"
  - Enter the **Registration Code: suslatransit**
  - Click "Next" to create your EVERFI account
- Complete **Part 1** of the **GRADUATION** course by **March 31st**.
- After 5 days you will receive an invitation to complete **Part 2** of the **GRADUATION** course, which must be completed by **April 7th**.

**\*If you already have an EVERFI Higher Ed account**, go to <http://www.everfi.com/login>, enter your login information, then enter **registration code: suslatransit** in the "Add a Course" box in the top right corner of the Dashboard.

Other Important Information:

- You will need Internet access and audio capabilities.
- To avoid technical issues, please use any major web browser (e.g., Firefox, Internet Explorer, Google Chrome) released within the previous two years.
- You may take the course in multiple sittings.
- The course may include surveys to help personalize your experience and measure participants' attitudes and behaviors. All survey responses are confidential; the school will only receive information about the participant group as a whole and will never see individual answers.
- Should you experience problems, technical support is available 24/7 and can be accessed from the "Help" link within the course or by visiting [support.everfi.com](http://support.everfi.com).



## STUDENT LOAN INFORMATION

Prospective graduates who received financial aid (grants, loans or scholarships) must complete specific steps in order to receive graduation clearance on the Checkout Form from the Office of Financial Aid.

Students who obtained a student loan must complete Exit Counseling. Exit Counseling provides important information you will need as you prepare to repay your federal student loans. Exit counseling is required when you graduate, leave school, or drop below halftime enrollment.

Please complete the steps below, if applicable:

1. ANY prospective graduate who obtained a student loan must complete the exit counseling session available at [www.studentloans.gov](http://www.studentloans.gov) website. Please note you must have your FAFSA PIN number to complete this step. To obtain your FAFSA PIN number, please visit [www.pin.ed.gov](http://www.pin.ed.gov).

Instructions for completing the required steps for financial aid are as follows:

### ***Exit Counseling:***

1. Go to [studentloans.gov](http://studentloans.gov) web site
2. Click the green “sign in” tab
3. Enter information requested (your pin# is the same as your FAFSA pin #.)
4. Click on “complete counseling.”
5. Under “choose loan counseling type and section,” click on “Exit Counseling.”
6. You may now begin your exit counseling process.

**\*Exit Counseling** is required when you graduate, leave school, or drop below **halftime enrollment**. Exit Counseling provides important information you will need as you prepare to repay your federal student loan(s).

Upon completion of the steps above, please print the results and present it to the representative in the Office of Financial Aid for graduation clearance.

## GRADUATE PROFICIENCY EXAM

All prospective graduates pursuing an Associate’s degree (excluding certificates and diplomas), must register to take a graduate proficiency exam. A \$36.00 fee is required for all students. Students must email proof of payment (receipt) to the Testing Coordinator at [mhall@susla.edu](mailto:mhall@susla.edu). The Testing Center Coordinator will create and provide a testing voucher required to take the graduate proficiency exam virtually/remotely (100% online) starting October 15, 2020.

Traditionally, the exam is administered during the months of November, March and July. However, due to COVID-19 restrictions, the exam will be proctored by Examity. The email from ETS will provide detailed instructions on completing the process to take the online exam through Examity Proctoring.

Please visit the Testing Center website for more information on:

- ETS Proficiency Profile Student Information
- Remote Testing - Pre-exam checklist
- Test Taker Tips

**NOTE:** Students need only complete this exam **once** during their studies at SUSLA and are eligible once they have earned 45 credit hours. If you previously took the CAAP or ETS, you are not required to retake this exam. **All exam fees are NON-REFUNDABLE.**



## **CAREER SERVICES**

Career services works with students, alumni and employers to connect graduate workforce goals with the needs of employers; this includes student career preparation and readiness, employer development and relationship building, and planning of events to connect the two entities.

1. Log into Purple Briefcase via the link below:

<https://app.purplebriefcase.com/pb/account/login?s=SUS>

\*If you are a First Time User create a “New Student” account using your @sus.edu email address.

2. Using the left tool bar navigate to “My Docs” and upload your resume for review.
3. You will see a link on your profile to complete the “Graduation Survey”. Click the link and complete the survey. Once the survey is complete click the submit button at the bottom. You will receive a confirmation on the screen that the form was submitted correctly.

## **GRADUATE EXIT SURVEY**

The *Graduate Exit Survey* is administered annually to prospective candidates for graduation enrolled in all undergraduate programs. The primary purpose of the survey is to obtain information about students’ satisfaction with a range of academic and co-academic experiences during their matriculation and to inquire about their plans for the future.

Please access the links below to complete the requirements for graduation clearance: Graduate Data Form: [https://suslaoaqm.iad1.qualtrics.com/jfe/form/SV\\_3Dd8JgqYEtmunnT](https://suslaoaqm.iad1.qualtrics.com/jfe/form/SV_3Dd8JgqYEtmunnT) and Graduate Exit Survey: [https://suslaoaqm.iad1.qualtrics.com/jfe/form/SV\\_da3if9LKA1AeJJH](https://suslaoaqm.iad1.qualtrics.com/jfe/form/SV_da3if9LKA1AeJJH).

## **GRADUATION CLEARANCE**

Southern University at Shreveport is committed to ensuring prospective graduates are prepared for graduation. With that in mind, we’ve developed a Graduation Clearance process to ensure prospective graduates have no financial or other obligations prior to graduation.

Clearance must be obtained from the following areas:

1. Buiness Office
2. Library
3. University Police
4. \* Financial Aid
  - Complete online Graduation course offered by EVERFI
  - Complete online Student Loan Exit Counseling (if applicable)
5. \* Testing Center (excluding students pursuing a certificate or technical diploma)
  - Complete online Graduate Proficiency Exam offered by ETS
6. \* Research, Sponsored Programs and Institutional Effectiveness
  - Complete online Graduate Exit Survey
7. \* Career Services
  - Complete online Purple Breifcase components (upload resume and complete survey)
8. Records and Registration

Due to COVID-19 restrictions, the graduation clearance process is now 100% contactless. The items noted above with an asterick area available 100% online for students to access and complete.

The Registrar's Office will provide a list of prospective graduates to each area to confirm completion of respective requirements.

The information you provide will be kept confidential and will be used primarily to capture pertinent information about the quality and caliber of education you received from SUSLA.

Please feel free to be candid and specific in your responses as your feedback will inform us about those areas in which we need improvement.

## **GENERAL INFORMATION**

- A. Any student who has not cleared all financial obligations to Southern University at Shreveport including graduation fee by **April 15, 2021** will not be permitted to participate in commencement exercises, receive his/her diploma or a copy of his/her transcript until all financial indebtedness has been paid.

- B. Appropriate Dress for Graduates - Please adhere to the following guidelines:

### **Female Graduates**

All females are to wear the following:

1. Black or Navy Blue lightweight dresses.
2. Navy blue or black shoes (**3-inch heel height maximum**). Flip-flops, beach thong sandals, or athletic footwear **are not** allowed. Hosiery is not required.
3. No dangling earrings (small studs are acceptable).
4. No blue jeans or shorts are allowed.

### **Male Graduates**

All males are to wear the following:

1. Black or Navy Blue dress slacks
2. White shirt or white collared shirt.
3. Necktie or bow tie of choice.
4. No Jackets Please
5. Black or Navy Blue shoes. Flip-flops, beach thong sandals, or athletic footwear **are not** allowed.
6. Black or Navy Blue socks.
7. No blue jeans or shorts are allowed.

### **NOTE: ALL ROBES MUST BE WRINKLE-FREE**

- C. All graduates are required to secure regalia (cap and gown) from the University Bookstore. **No exceptions.**
- D. The appropriate cap for all degrees is the familiar black “mortarboard.” The tassel should hang to the right of the face. Following conferral of the degree, the tassel is moved to the left. The mortarboard is worn straight on the head with the point of the cap in the center of the forehead. You are **NOT** allowed to decorate or alter the mortarboard (cap). Failure to comply will result in removal from the procession.

- E. We recognize that this will be a joyous occasion for you; however, the University requests that you conduct yourselves with the dignity befitting this solemn occasion. Furthermore, adornments not sanctioned by the University added to the caps and gowns (e.g., decoration of the mortarboard of the cap) are not allowed. If your attire is deemed inappropriate, you will not be allowed to participate in the ceremony. The University wishes to maintain the dignified decorum this occasion deserves.
- F. **Ask your guests to be seated at least 15 minutes before Commencement Exercises are scheduled to begin.** Once Commencement Exercises begin, no one will be allowed to enter until the processional is completed. You are free to invite as many of your family and friends as you like. NO admit card or invitation is required for them to attend.
- G. Once the location is determined, graduates will receive detailed information on parking for graduation rehearsal and the actual commencement ceremony.
- The details will be released via email at a later date. Students are encouraged to ensure SUSLA email accounts are active and viewed often.
- Families and guests are urged to arrive in time to be seated 15 minutes before the start of the exercises. Ushers will be available to assist with seating.
- H. A commercial photographer will photograph each graduate as his/her degree is presented. Students are encouraged to contact the photographer directly to discuss photo packages and the order process. Details will be released via email at a later date.
- I. Parents or guest will not be allowed to block the aisles or approach the stage to take pictures of graduates coming on or off the stage. You and your guests will have ample opportunity to take pictures immediately following the Commencement Ceremony.

## **ALTERNATE COMMENCEMENT PARTICIPATION OPTIONS**

### **Graduation Application Term Change**

Students who complete and submit the Graduation Application Term Change Request form must have an active graduation application and degree plan on file in the Registrar's Office. At the time of the graduation term change request, the student is aware that degree requirements will not be met as noted on the active graduation application and degree plan.

This request can only be submitted to change from one semester to the subsequent semester. A new graduation application is required if degree requirements are not met in the term immediately following the initial date of the active graduation application.

**Special Permission to Participate in Commencement Ceremony (*Spring Completers Only*)**

Students who complete and submit the Special Permission to Participate in Commencement Ceremony Request form must have an approved graduation application and degree plan, paid graduation application fee receipt, commencement participation fee receipt and graduation check-out form on file in the Registrar's Office.

Students who are within 6 hours or less of the total credits required for graduation following the spring semester may request permission to participate in the May Commencement Ceremony if they meet the specified criteria.

This request can only be submitted if degree requirements can be met during the summer semester immediately following the May Commencement Ceremony. A new graduation application is required if degree requirements are not met in the term immediately following the initial date of the active graduation application.

**CALCULATE TOTAL GRADUATION FEES**

Fee		My Fees
\$36.00	Graduate Proficiency Exam ( <i>mandatory</i> )	
\$90.00	Graduation Application ( <i>mandatory</i> )	
\$75.00	Commencement Participation ( <i>optional</i> )	
\$7.50 each	Honor Cord ( <i>optional</i> )	
\$25.00	Graduate Cap & Gown Pictures ( <i>optional</i> )	
<b>TOTAL FEES</b>		

Below is a list of requirements which must be completed in order for you to graduate:



<p><b>1. Confirm your graduation eligibility.</b> Review and verify completion of all degree requirements with your academic advisor. The academic advisor's signature is required on your degree plan and graduation application.</p>
<p><b>2. Review and Verify grades.</b> Clear your academic record. Previous incomplete or non-reported grades must be converted to satisfactory letter grades before you can graduate. Incomplete or non-reported grades received in your final term will prevent you from graduating.</p>
<p><b>3. Apply for Graduation.</b> Apply for graduation by the date advertised in the annual Commencement Guide and the Academic Calendar. Failure to apply for graduation on time may affect your ability to graduate that term and can result in a delay in receiving your diploma.  <b>NOTE:</b> A signed degree plan must accompany the graduation application upon submission to the Registrar's Office.</p>
<p><b>4. Submit official transcripts for credits earned at other institutions.</b> If you have completed courses at other institutions, the Registrar's Office must receive official transcripts by the deadline date advertised in the annual commencement guide.</p>
<p><b>5. Resolve past due balances or holds.</b> Satisfy all financial obligations (fines, tickets, fees, etc.). Outstanding debt will prevent you from participating in the commencement ceremony and delay release of your diploma and/or any official transcript.</p>
<p><b>6. Submit your regalia order.</b> Order your academic regalia (cap and gown) at the University Bookstore by the deadline advertised in the annual commencement guide. Regalia and graduation invitations will be shipped to the mailing address provided on the regalia order form.  <b>NOTE:</b> A late fee will be applied after the deadline.</p>
<p><b>7. Pay graduation-related fees.</b> The Graduation Application Fee is <b>required</b> for each student who submits an application for graduation. An additional commencement participation fee is \$75.00.</p>
<p><b>8. Take Graduation Exit Exam.</b> All prospective graduates pursuing an Associate's degree (excluding certificates and diplomas), must complete the graduate proficiency exam. This online exam is proctored by Examity.</p>
<p><b>9. Complete all steps required to officially check out for the semester.</b> Various units on campus must verify that you are clear to graduate. Submit the Graduation Clearance Form by the deadline date advertised in the annual commencement guide.</p>
<p><b>10. Review the Commencement Guide.</b> Refer to the commencement guide for answers to all of your questions about commencement, including where and when to arrive to check in and line up for the processional. Check your SUSLA email for updates. The guide is located under the Student Initiated Forms link at <a href="http://www.susla.edu/page/registrars-forms">http://www.susla.edu/page/registrars-forms</a>.</p>

# **GRADUATION RELATED FORMS**

**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 not 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 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 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: Summer (August) Fall (December)							Completion Term: Summer (August) Fall (December)						
Spring (May) Year _____							Spring (May) Year _____						

**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 must be received in the Registrar's Office by September 1, 2020 (Fall completers), February 1, 2021 (Spring completers) or June 1, 2021 (Summer completers).		
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, you must secure official transcripts before September 1, 2020 (Fall completers), February 1, 2021 (Spring completers) or June 1, 2021 (Summer completers).		
Are you pursuing two degrees in the same semester? (Example: Computer Science and Web Development)		
Do you plan to participate in the commencement ceremony? <b>NOTE:</b> 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 SUSLA e-mail frequently through graduation for important information.

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Cell Phone Number: ( ) \_\_\_\_\_ Cell Phone Provider: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_@skymail.susla.edu Personal Email Address: \_\_\_\_\_ (AT&T, Sprint, Verizon, etc.)

**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.





**SOUTHERN UNIVERSITY at SHREVEPORT**  
**University Bookstore**

**Graduate Measurement Form**

**Submission Deadline (Fall completers): November 2, 2020**

**Submission Deadline (Spring completers): February 1, 2021**

**Submission Deadline (Summer Completers): July 1, 2021**

**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 (receipt) of commencement participation and shipping fees to the Registrar's Office by the specified deadline date.

Due to possible COVID-19 restrictions, your regalia order will now be **shipped to your home address**. To ensure the availability of correct sizes and delivery of the regalia in time for the ceremony, your order must be received by Wednesday, April 7, 2021.

Graduate Information			
Last Name:	First Name:	Middle Initial:	
Banner ID#:	Phone Number:	Check One:	
U01	(      )	Male	Female
CAP Size ( <i>Sure-fit</i> ):	Height with Shoes:	Weight:	
SM      MD      LG      XL	<div style="text-align: center;">           Feet         Inches         </div>		
Degree Information			
Check One:			
Associate of Arts	Associate of Applied Science	Associate of General Studies	
Associate of Science	Certificate	Diploma	
Shipping Information			
Shipping Address		City	ST      Zip

**NOTE:** The cost for shipping and handling is \$10.00. Proof of payment (receipt) must accompany this order form upon submission by the stated deadline.

**ELIGIBILITY:** Students with an approved graduation application on file in the Registrar's Office who are within **6 hours or less** of the total credits required for graduation following the spring semester may request permission to participate in the May Commencement Ceremony if they meet the criteria below.

**DEADLINE:** Students must submit this form, along with supporting documentation, and the graduation application for the Summer term by April 1.

**IMPORTANT:** Participating in the Commencement Ceremony is not an indication of graduation/degree completion. The official date of graduation will be determined after the student has fulfilled all degree requirements. Students who fail to submit this form by the required date may not have their names listed in the commencement program.

**INSTRUCTIONS:** Please review the checklist below and check the applicable boxes. If you cannot check "yes" for every box you are not eligible to request participation in the Commencement Ceremony and should not submit this form.

YES	NO		Verified and/or Approved by:
		I am in good academic standing (at least 2.5 SUSLA GPA) and am not on probation or suspension for any disciplinary or academic violation. My current SUSLA GPA is: _____	_____ Registrar's Office Staff's Signature
		My remaining coursework can be completed in time to fulfill requirements the Summer immediately following Spring commencement. Attached is the graduation application for the Summer term. Listed are the remaining courses (course prefix and course number) needed to complete degree requirements. (1) _____ (2) _____	_____ Academic Advisor's Signature
		I am registered in courses at SUSLA during the summer session(s) and I have paid for these courses. Attached is proof of registration and payment. <b>OR, if the course(s) is not offered at SUSLA this summer</b> I am registered in courses at another school during the summer session(s) and I have paid for these courses. Attached is proof of registration, payment and approved "Transfer Credit Request" form. NOTES: These classes must be taken during a defined summer session with a completion date no later than August 15 <sup>th</sup> and a transcript sent to the SUSLA Registrar's Office by August 30 <sup>th</sup> . <b>25% of the credits required for the degree must be earned at SUSLA.</b>	_____ Business Office Staff's Signature  _____ Registrar's Office Staff's Signature

**Name:** \_\_\_\_\_ **SUSLA ID#** U01  
*Last First Middle*

**Address:** \_\_\_\_\_  
*Street Address City State Zip*

**Phone:** \_\_\_\_\_ **SUSLA Skymail (Email):** \_\_\_\_\_ **@susla.skymail.edu**

**Major:** \_\_\_\_\_ **Degree:** AA \_\_\_ AAS \_\_\_ AGS \_\_\_ AS \_\_\_ CTS \_\_\_ CAS \_\_\_ TD \_\_\_

By signing this form, I understand that I am requesting permission to walk in the May Commencement Ceremony prior to completing all degree requirements. I further understand that walking in the Commencement Ceremony has no bearing on my actual graduation. I will not graduate and receive my diploma until I have completed all requirements for graduation as reflected in my degree audit and I forfeit my right to walk in a future commencement ceremony when I complete my degree requirements for the degree indicated on this request.

**A DECISION ON YOUR REQUEST WILL BE EMAILED TO YOUR SUSLA E-MAIL ACCOUNT UPON REVIEW.**

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

☐ Approve

**Academic Dean's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

☐ Denied

☐ Approve

**Vice Chancellor for Academic Affairs' Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

☐ Denied



**Office of Records and Registration**  
**Graduation Application Term Change**

**Request Submission Deadlines:**

**Fall Completers:** November 2, 2019

**Spring Completers:** April 16, 2020

**Summer Completers:** July 14, 2020

Students who complete and submit this form for processing must have an **active** graduation application and degree plan on file in the Registrar's Office. At the time of this request, the student is aware that degree requirements will not be met as noted on the **active** graduation application and degree plan.

**Name:** \_\_\_\_\_ **SUSLA ID#: U01** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street Address City ST Zip

**SUSLA Skymail (Email):** \_\_\_\_\_ **@skymail.susla.edu** **Phone: ( )** \_\_\_\_\_

The reason for this request is to:

\_\_\_\_\_ Complete courses to apply towards my degree requirements. (*attach class schedule*)

\_\_\_\_\_ Complete courses to apply towards my overall grade point average (GPA). (*attach class schedule*)

\_\_\_\_\_ Complete the academic work required to remove an Incomplete ("I") grade.

\_\_\_\_\_ Other: \_\_\_\_\_

**DEGREE YOU ARE SEEKING: (CHECK ONE)** AA \_\_\_ AAS \_\_\_ AGS \_\_\_ AS \_\_\_ CTS \_\_\_ CAS \_\_\_ TD \_\_\_

Major \_\_\_\_\_ Second Major (if applicable) \_\_\_\_\_

Concentration \_\_\_\_\_ Second Concentration (is applicable) \_\_\_\_\_

I have applied for graduation, but have decided to change my application to a different term.

Please transfer my graduation application status as follows:

FROM: Year \_\_\_\_\_ Semester ☐ Fall ☐ Spring ☐ Summer

TO: Year \_\_\_\_\_ Semester ☐ Fall ☐ Spring ☐ Summer

I understand that:

- ✓ This request will not negate any existing application fees, nor will it extend my original graduation application beyond the term specified.
- ✓ This request must be submitted with a new graduation application. My graduation application fee will remain on file for one year.
- ✓ This request may not be submitted after the semester I wish to extend has past.
- ✓ This request may not be submitted if I change my major or concentration. A new graduation application is required.
- ✓ This request to alter my application for graduation is final.

**Student's Signature/Date:** \_\_\_\_\_

**Advisor's Signature/Date:** \_\_\_\_\_

3050 Martin Luther King, Jr. Drive  
Shreveport, Louisiana 71107  
[www.susla.edu](http://www.susla.edu)

Phone: (318) 670-9229  
FAX: (318) 670-6344  
[registraroffice@susla.edu](mailto:registraroffice@susla.edu)

**Registrar's Office Use Only**

Date Processed:

Processed by:

Prospective graduates are required to officially check out for graduation. This form is designed for the units listed below to certify that the student named below has cleared all obligations with Southern University at Shreveport.

**Instructions:**

- 1). Complete information as requested below and return the form to the Registrar's Office. **All information 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 (receipt) of the graduation fee to the Registrar's Office by the specified deadline date.

Student's Name: \_\_\_\_\_ Banner ID# **U01** \_\_\_\_\_

Major: \_\_\_\_\_ Concentration: \_\_\_\_\_

Address: \_\_\_\_\_  
City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone# \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Cell Phone Provider: \_\_\_\_\_  
(AT&T, Sprint, Verizon, etc.)

E-mail Address: \_\_\_\_\_ @susla.edu Personal Email Address: \_\_\_\_\_

All signatures must be obtained prior to issuance of academic regalia to indicate clearance for graduation.

1. \_\_\_\_\_  
*Cashier*

2. \_\_\_\_\_  
*Library Staff Member*

3. \_\_\_\_\_  
*University Police Staff Member*

4. \_\_\_\_\_  
*Financial Aid Staff Member*

5. \_\_\_\_\_  
*Testing Center Coordinator*

**NOTE:** The Testing Center Coordinator's signature is only required for students pursuing an Associate's Degree.

6. \_\_\_\_\_  
*Research, Sponsored Programs & Institutional Effectiveness Staff Member*

7. \_\_\_\_\_  
*Career Services Staff Member*

8. \_\_\_\_\_  
*Registrar's Office Staff Member*

## DISCLAIMER

I understand that this **CHECK OUT** form in no way indicates that I have met all the requirements for commencement. It only indicates that I have cleared all of the areas noted and that the Registrar's Office does have my permission to move forward with my graduation application and commencement packet.

If I do not meet all requirements by passing my courses and /or any other requirements, I will be notified and/or my degree or certificate will be placed on **HOLD** by the Registrar's Office.

\_\_\_\_ I plan to participate in the commencement ceremony.

\_\_\_\_ I **do not** plan to participate in the commencement ceremony.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **PART II**

## **PREPARATION FOR THE GRADUATION CEREMONY**

## COMMENCEMENT CEREMONY

DATE: To Be Determined (contingent on COVID-19 restrictions)

PLACE: To Be Determined (contingent on COVID-19 restrictions)

TIME: To Be Determined (contingent on COVID-19 restrictions)

*The doors will open 30 minutes before the academic procession is scheduled to begin.*

DRESS: Cap, Gown and Hood

## SPECIAL NOTE

Graduation is a joyous and special occasion. It is a time for celebration and merriment. However, you are reminded that Commencement is a formal University function. You are requested to maintain the order and solemnity of the proceedings. It is a courtesy we owe each other and our guests.

## CAPS AND GOWNS

Those graduates who ordered caps and gowns will receive their orders by mail only. Due to possible COVID-19 restrictions, all orders will be shipped to the shipping address provided on the Graduate Measurement Order form. The last day to place your order coincides with the last day to apply for graduation. **NOTE: A late fee will be applied to all orders received after February 5, 2021.**

## COMMENCEMENT INVITATIONS

Each graduate will receive 5 standard invitations including in the regalia packet shipped to the mailing address noted on the graduation application. The University Bookstore will begin shipping on April 7, 2021.

Proof of payment for the commencement participation fee is required before the regalia packet will be shipped.

## ATTIRE

In order to participate in the commencement ceremony, all graduates must wear the cap, gown, and hood prescribed by the University and the attire requirements outlined in the commencement guide. Graduates who are not in compliance with the proper attire will not be allowed to participate in the commencement ceremony. Please be reminded the cap ("mortarboard") and the gown **can not** be decorated or altered in any manner.

## INSTRUCTIONS FOR CHECKING IN WHEN YOU ARRIVE

- a. Graduates are asked to report at the designated time for lineup, dress inspection and final instructions for the Commencement Ceremony. Failure to arrive at the appropriate time may result in removal as a participant.
- b. As you come in the door to line up for graduation, you will sign the list for your division and receive a certified numbered card designating your place in line.

## INSTRUCTIONS FOR THE GRADUATION PROCESSIONAL

- a. When you line up after checking in, you will receive instructions on marching in, when to stand or sit, and when to go to the stage area. Graduates are expected to remain seated for the duration of the commencement ceremony.
- b. **PLEASE HAVE YOUR “CERTIFIED” CARD IN HAND WHEN YOU GO TO THE STAGE.** When you get to the stage, please hand your 3x5 CARD to the name caller who will announce the names of the graduates.
- c. At the conclusion of the ceremony, graduates are required to hold their positions in the assigned seating areas until given directions by the Student Marshal.
- d. Graduates will be directed by the Student Marshal to clear the ceremony area before dispersing to greet family and friends.
- e. Graduates will be able to receive their diplomas immediately following the commencement ceremony in the designated location.



## ALMA MATER

*O Southern, Dear Southern, Thy praises we shall sing,*

*Until all the heavens and echoes loudly ring.*

*The winds and the sky as they pass us by*

*Will Adoration bring.*

*O Southern, Dear Southern, We owe our all to Thee,*

*In downfall or vict'ry, We'll always loyal be.*

*Thy Sons and Daughters as they work,*

*Will be inspired by Thee.*

*O Southern, Dear Southern, Thy name will ever be,*

*As mighty as the rivers that flow on to the sea,*

*As pure and true as the Gold and Blue,*

*That stand out bold for Thee.*

**PART III**

**AFTER  
GRADUATION**

## **DIPLOMAS**

Candidates who submitted all requirements, to include graduation fees, by the specified deadline will be able to pick up their degrees immediately following the commencement exercises.

The name on your diploma and transcript will reflect the name of which you attended Southern University at Shreveport. Upon completion of graduation requirements, no changes will be made. Students not attending commencement will be allowed to retrieve diplomas following the schedule below:

Fall Graduate Diploma Release Date	February 1st
Spring Graduate Diploma Release Date	June 1st
Summer Graduate Diploma Release Date	September 1st

If you'd like to have your diploma mailed, please complete the Diploma Mailing Request form and call the cashier at 318-670-9305 to pay the \$10.00 mailing fee. Upon receipt of the Diploma Mailing Request Form and proof of payment, the diploma will be mailed to the address provided on the form within 5-7 business days.

## **DUPLICATE DIPLOMAS**

You may purchase duplicate copies of your degree at this time. The cost for each duplicate diploma is \$30.00. The fee for the duplicate diploma is due before the originals are ordered. Once diplomas have been ordered, no changes will be processed. **NOTE:** Fees are non-refundable.

## **SELF-SERVICE BANNER (BANNER WEB )**

Southern University at Shreveport students' Banner Web account is active and available even as graduates. Please maintain your Banner Web log-in information to obtain unofficial transcripts at the click of a button.

If the password expires, answer the security question for access. If this process fails, password resets can be obtained by contacting the Information Technology Center at 318-670-9900. Proof of identity is required.

## **STUDENT LOAN REPAYMENT OPTIONS**

When it comes to repaying your federal student loan, there's a lot to consider. Understanding the details of repayment can save you time and money. Find out when repayment starts, how to make your payment, repayment plan options, what to do if you have trouble making payments, and much more by visiting <https://studentaid.ed.gov/sa/repay-loans/understand>.

You're strongly encouraged to review information about federal student loan repayment plan options, finding loan history and loan servicers, and making payments.



**Office of Records and Registration**  
***Duplicate Diploma Order Form***

Fax: 318-670-6344  
Email: registraroffice@susla.edu

To receive a duplicate copy of your Associate's degree, diploma or certificate please complete this form and submit it, along with your payment of the \$30.00 fee, to Southern University at Shreveport business Office. Submit one form for each duplicate diploma and/or certificate you are requesting. The fee may be paid in person with cash, money order, or credit/debit card or mail this form, with a money order payable to Southern University at Shreveport, ATTN: Registrar's Office, 3050 Martin Luther King Jr. Drive, Shreveport, Louisiana 71107.

According to our present policy, all duplicate diplomas show the date the degree was originally conferred and bear the signatures of the original University officials. The name to appear on the duplicate diploma will be that which appears on University records. If your reason for ordering the duplicate diploma is that you have had a change of name, please indicate your new name as requested below. Please attach a completed *Change of Name and/or Address* form with the required documentation.

Your duplicate diploma and/or technical certificate will be mailed to you at the address listed below. Please allow up to thirty (30) business days (not including weekends or holidays) for your duplicate diploma/certificate request to be processed.

**Name as listed on University records:**

Last Name First Name Middle Initial Maiden Name

**Name as it should appear on diploma:**

Last Name First Name Middle Initial Maiden Name

Date of Birth: Last 4-digits of SSN SUSLA ID # U01

**Mailing Address:**

Street City ST Zip

Telephone: Email: @

DEGREE EARNED: (CHECK ONE)	AA ____	AAS ____	AGS ____	AS ____	CTS ____	CAS ____	TD ____
Major	Second Major (if applicable)						
Concentration	Second Concentration (if applicable)						

Date of Graduation: Delivery Method: ☐ will pick up diploma ☐ mail diploma

Reason for Request ☐ lost ☐ damaged ☐ incorrect ☐ other

**Please note that the approximate delivery time is 2-4 weeks.**

Student's Signature: Date:

<b>REGISTRAR'S OFFICE USE ONLY</b>				<input type="checkbox"/> cash
Received Date: _____	Mailed Date: _____	Picked-Up Date: _____	Payment information:	<input type="checkbox"/> money order
				<input type="checkbox"/> credit card

Recent graduates who prefer to receive their diplom via United Stated Postal Service (USPS) must complete the diploma mailing request form, pay the required \$10.00 mailing fee (*applies to one diploma only*) and return the form to the Office of Records and Registration for processing by mail, fax or email. Please contact the cashier at 318-670-9305 to pay via phone. Diplomas are shipped to U.S. addresses only. **NOTE:** An additional diploma can be secured by completing the *Duplicate Diploma Request* form located on the Registrar's Office web page.

Student Information		
Last Name:	First Name:	Middle Name:
Student ID:	Last 4-digits of SSN:	Date of Birth:
Graduation Date:	Degree ( <i>AS, AAS, CTS, TD, etc</i> ):	Program/Major:
Home Telephone:	Cell Telephone:	Work Telephone:
Email Address:		

Mailing Address		
Street Address:		
City:	State:	ZIP:

I request and give permission for SUSLA to mail my diploma to the mailing address provided above.

\_\_\_\_\_  
Signature of Alumnus

\_\_\_\_\_  
Date

**NOTE:** Southern University at Shreveport (SUSLA) reserves the right to withhold transcripts and diplomas until all financial obligations (including fees, fines, and any outstanding balance) to the university have been satisfied.

Southern University at Shreveport (SUSLA) regrets that we cannot be responsible if the diploma is lost, stolen, or damaged in the mail. In the event that you do not receive your diploma or it is damaged upon delivery, you will be responsible for ordering a replacement copy and for all associated fees.

Southern University at Shreveport  
Office of Records and Registration  
3050 Martin Luther King, Jr. Drive  
Shreveport, Louisiana 71107  
Phone: (318) 670-9229  
FAX: (318) 670-634  
[registraroffice@susla.edu](mailto:registraroffice@susla.edu)  
[www.susla.edu](http://www.susla.edu)

Registrar's Office
Date Processed:
Processed by:

Name: \_\_\_\_\_ Last 4-digits of SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Email Address: \_\_\_\_\_ (\*required for notification purposes)

TYPE OF GRADUATE: SUSLA Graduate SUSLA Major \_\_\_\_\_

Dual Enrollment Graduate Name of High School: \_\_\_\_\_

Completion Term/Year: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

REASON FOR TRANSCRIPT REQUEST: Transfer Employment Self  
Other \_\_\_\_\_

**CHECK BELOW:**

Student Pick-Up Mail (via US Postal Service) e-SCRIP (via electronic transcript service)

**PLEASE ISSUE AN OFFICIAL COPY OF MY TRANSCRIPT TO:**

Name (Organization): \_\_\_\_\_

Attention: \_\_\_\_\_ Department: \_\_\_\_\_

Address \_\_\_\_\_  
*Street Address City State Zip*

In order to comply with the Privacy Act of 1974, transcripts of credits will be supplied to all students and former students only when requested in writing. All financial obligations must be paid in full.

Please allow 3-5 days to process this request. During peak times, such as registration, graduation and the beginning or ending of a semester/term, the process may be delayed.

**Student's Signature** \_\_\_\_\_ **SUSLA ID:U01** \_\_\_\_\_ **Date** \_\_\_\_\_

To ensure that no person can obtain your information without your permission, if you have designated someone (designee) to receive this information for you, please identify the person by name and ensure the designee is able to provide picture identification upon receipt. Name: \_\_\_\_\_

**Note: This request will be retained in the Registrar's office for one semester/term. It is the student's responsibility to follow up on the status of his/her request. After this designated period the request will be destroyed and the student will be required to resubmit a request and the required fee.**

<b>Registrar's Office Use Only</b>
Date Processed:
Processed by:



**Dr. Rodney A. Ellis**  
Chancellor

**Dr. Terry Kidd**  
Vice Chancellor for Academic Affairs and  
Workforce Development

**Dr. Melva Williams**  
Vice Chancellor for Student Affairs  
and Enrollment Management