

## Office of Records and Registration Graduation Clearance Form 2025 -2026 Academic Year

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 <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 (receipt) of the graduation fee to the Registrar's Office by the specified deadline date.

Address:  City ST Home Phone# Cell Phone # Cell Phone Provider:  (AT&T, Sprint, Verizon, et et e.mail Address:  All signatures must be obtained prior to issuance of academic regalia to indicate clearance for graduation.  1. Cashier 5. E-Learning  2. Library Staff Member 6. Research, Sponsored Programs & Institutional Effectiveness Staff Member 7. Registrar's Office Staff Member 4. Financial Aid 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 met all on 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.	Student's Name: _			Banner I	D# <b>U01</b>		_
Cell Phone #   Cell Phone #   Cell Phone Provider:   (AT&T. Sprint, Verizon, et	Major:						
City ST  Home Phone# Cell Phone # Cell Phone # Cell Phone Provider:    (AT&T. Sprint, Verizon, et	Address:						
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E-mail Address:	Home Phone#		Cell Phone #		Cell Ph	one Provider:	
All signatures must be obtained prior to issuance of academic regalia to indicate clearance for graduation.  1		_					erizon, etc.)
1	E-mail Address:_		@sus.edu	Personal Em	nail Address:		
2	All signatures mu	st be obtained prior to issu	ance of academic r	regalia to indicat	e clearance fo	r graduation.	
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Student's Signature:  Date:	N. 1 42 - 61				Datas		