



Office of Admissions & Records

APPLICATION FOR GRADUATION

Name (Please Print)		
Mailing Address (while at school)		
Phone Number	Email Address	University ID or SSN

NOTE: Applications without ALL outstanding requirements listed will be returned for revision.

TERM: _____, 20____

Prefix	Number	Title	Units

I ACKNOWLEDGE that it is primarily my responsibility to meet the requirements for graduation, and that I must fulfill all academic requirements and conditions indicated on my evaluation and in the bulletin under which I plan to graduate. I am responsible to verify that all classes will be offered in the terms indicated.

TERM: _____, 20____

Prefix	Number	Title	Units

I UNDERSTAND that in order to participate in the commencement exercises, I must successfully complete or be currently registered for all requirements listed on this application, earning at least a "C" (not "C-") in all courses in my major field, cognates, and competencies.

TERM: _____, 20____

Prefix	Number	Title	Units

I UNDERSTAND that a graduation fee of \$85.00 will be charged to my account upon approval of my *Application for Graduation* regardless of participation in the commencement exercises.

I UNDERSTAND that the name that appears on my registration form will be used on my diploma unless I submit a *Data Correction Form* with this application three terms prior to graduation. Note: Diploma will be mailed to current address 60-90 days after completion date. (Student Account must first be cleared)

I plan to complete all graduation requirements by:
 Sept./20__ Dec./20__ Mar./20__ Jun./20__

Degree BA BS BSW BFA BMus Bulletin _____

Major _____

Second Major _____

Minor(s) _____

Height _____ Check for X-Large Gown

NOT VALID WITHOUT THE FOLLOWING SIGNATURES AND "APPROVED" STAMP.

VERIFY ANY CHANGES TO APPROVED PROGRAM WITH EVALUATOR.

Student's Signature _____ Date _____

Adviser's Name and Signature _____ Date _____

List All Transfer Work Below

1. An *Off-Campus Request Form* must accompany this application.
 2. Official transcripts for all correspondence work must be received one quarter before expected graduation date to participate in commencement.
- Check if any courses below are correspondence

School	Prefix & Number	Title	Units S/Q	Term

(For Office Use Only)

GRADUATION REGULATIONS AND DEADLINES

- I. **EVALUATION OF CREDITS** must be requested early in the junior year, but no later than the beginning of the final year. All requirements and stipulations must be met according to the bulletin under which the evaluation was processed.
- II. **GRADUATION APPLICATION** must be filed and approved by the Office of Admissions & Records at least three terms prior to the time of expected graduation, in order to be considered as a candidate for graduation. Any changes in program should be verified with an evaluator in the Office of Admissions & Records.
- III. **PETITIONS FOR ACADEMIC VARIANCE** must be submitted to the University Studies or Dean's Office at least 45 days prior to the time of expected completion of degree.
- IV. **TRANSCRIPTS OF ALL TRANSFER CREDIT INCLUDING CORRESPONDENCE STUDY, ACTFL, CLEP, BYU, AND OTHER TEST SCORES** must be received by the Office of Admissions & Records no later than the end of the term immediately preceding the term of expected degree completion.
- V. **WAIVER AND EQUIVALENCY EXAMINATIONS** must be taken by the end of the term immediately preceding the term of expected degree completion. Note times when specific examinations are scheduled.
- VI. **OFF-CAMPUS COURSE WORK DURING FINAL TERM:** An Off-Campus Registration Request listing all proposed course work should be submitted to the Office of Admissions & Records at least three weeks before registering at another institution. Proof of registration and a Minimum Grade Report must also be submitted at least three weeks before the first day of Commencement Weekend. (The Minimum Grade Report form, available at the LSU Admissions & Records Office, must be sent directly from the instructor of the course.) The official transcript must be received within 45 days of the end of the final term at LSU. Transcripts received after the 45-day deadline will result in a later graduation date.
- VII. **LSU FINAL QUARTER:** All work must be completed by the published final examination date of each course.
- VIII. **SATISFACTORY/UNSATISFACTORY GRADES** can only be elected in P.E. activities and free electives. **No general education, major, minor, or cognate courses may have "S" grades**, except for those in which it has been determined that letter grades are inappropriate.
- IX. **COMMENCEMENT ATTENDANCE** is expected of all students completing degree requirements at the end of the Spring term. Students completing graduation requirements at the end of the Summer, Fall, or Winter terms should indicate whether or not they will be attending the commencement exercises at the end of the Spring term by circling "YES" or "NO" below.

YES NO

I have read, understand and agree to comply with all provisions outlined in the graduation regulations and deadlines outlined above.

Student Signature

Date

NOTE: FAILURE TO MEET THE DEADLINES STIPULATED ABOVE WILL RESULT IN THE EXCLUSION OF A STUDENT'S NAME FROM THE PRINTED COMMENCEMENT PROGRAM. STUDENTS ARE RESPONSIBLE FOR INFORMING THEMSELVES OF AND SATISFACTORILY MEETING ALL REQUIREMENTS PERTINENT TO THEIR RELATIONSHIP WITH AND GRADUATION FROM THE UNIVERSITY.