Clearance for Graduation
Candidates for graduation are responsible for satisfactorily completing all general University, major department, academic, and financial requirements. Participation in the Commencement Ceremonies, the appearance of names in the printed program, or receipt of this information will not be considered evidence of graduation.

- **Academic Clearance** – Candidates are required to consult with the Office of the Dean of their respective College to determine if you have met all academic requirements. Candidates, who are unsuccessful in completing the graduation requirements, must RE-SUBMIT an application for graduation for the following semester according to the published deadline.
- **Financial Clearance** – Candidates are required to log onto their Banner account to ensure that there are no outstanding balances associated with their account (Campus Police, Library, Financial Aid and Bursars). The Graduation Fee for all candidates is $41.00. Payments may be made online or by cash, certified check, credit card, or money order – no personal checks to the Bursar’s Office, J.S. Clark Administration Building.
- **All student must complete the Exit Counseling interview online** at [www.studentloans.gov](http://www.studentloans.gov). Students should contact the Office of Student Financial Aid with any questions or concerns: 225.771.2790.

**Check-Out Process**
The check-out process for candidates for graduation has been updated. Candidates should complete the Exit Counseling interview as requested by the Office of Student Financial Aid. Candidates should also ensure that there are no financial obligations to the university. This should be completed prior to **May 9, 2017**. All forms that require signatures will be routed from the Registrar’s office to each respective area. Listed below are the respective areas that candidates should contact:

- Financial Aid Office
- International Student Affairs (International Students Only)
- Comptroller’s Office/Cashier (Accounts Receivable, NDSL, Library)
- Campus Police

**Date, Location, and Time**
The Commencement Ceremonies will be held on Friday, May 12, 2017 at 9:30 A.M., in the F.G. Clark Activity Center. Guests should be seated by 8:00 A.M. to witness the procession. *The procession will begin promptly at 9:00 A.M.*

**Speaker**
TBD

**Rehearsal**
Rehearsal will be held on Thursday, May 11, 2017 at 10:00 A.M. Rehearsal should last an hour. All graduates must attend rehearsal. Important information will be provided at this session regarding arrival instructions, parking, transportation, and processional route, as well as any last minute updates of information pertaining to the commencement ceremony.

**Attire**
In order to participate in the Commencement Ceremonies, all graduates must wear the cap, gown, and hood prescribed by the University.

We suggest that you wear an appropriate seasonal outfit, keeping in mind the weather on the day and that the gowns can be quite warm. Suitable attire includes:

**Gentlemen**
- Dress shirt and tie (preferably white collars)
- Dark Pants
- Dark Dress Boots or Shoes

**Ladies**
- Dark dresses
- Dark shoes (you will need to negotiate stairs and stand for periods of time – be mindful of heel height if you are not accustomed to wearing high heeled shoes)

*It is suggested that ladies bring safety pins to secure the detachable collar and bobby pins to secure your cap.*

Attire that is not suitable: jeans, tennis shoes, work boots, flip flops, shorts.

The appropriate cap for graduates is the familiar black “mortarboard.” The mortarboard is worn straight on the head with the point of the cap in the center of the forehead. The tassel should hang to the left of the face for undergraduate and on the right for graduate students. The appropriate cap for Doctoral candidates is the “Tam”, with the tassel on the right of the face.

Graduation attire should not be removed at any point during the Ceremonies, except by mean, who will remove their caps during invocation, benediction and the singing of the Alma Mater.
Arrival/Assembly for Academic Procession
Graduates must arrive in cap and gown promptly at 8:00 A.M. on Friday, May 12, 2017. Family and friends will not be permitted to enter the assembly area. Staff members will be available to help direct graduates to the appropriate line-up areas as well as to direct family and friends to seating areas.

Caps and Gowns/Regalia
Caps and gowns can be purchased at the University Bookstore only Monday – Friday 8:00 AM – 5:00 PM. Regalia will be sold until the day of Commencement. Students who will be receiving their Doctoral/PHD that will need to order their regalia by April 13, 2017.

Faculty that needs to order their rental regalia will need to their order in by Thursday, April 13, 2017.

If your gown is extremely wrinkled, it is recommended that you steam your gown before the day of the ceremony.

Diplomas/Degrees
Diploma covers (not diplomas) will be issued to each candidate as he or she walks across the stage at the commencement ceremony. Upon verification of degree requirements, diplomas will be mailed to the address listed on file. Diplomas will be mailed on May 26, 2017 to the permanent address on file in the Registrar's office. Please verify and visit the Registrar's office to update your address if necessary by May 19, 2017.

Grad Fair
The SUBR Bookstore is hosting its Grad Fair on Tuesday, March 28th and Wednesday, March 29th from 10:00 a.m. – 4:00 p.m. in the bookstore. All perspective graduates, faculty, and staff are invited to attend. Graduation pictures will also be taken at during this time. If you have any questions contact the University Bookstore at (225) 771-1672.

Academic Honors
Honor designations are determined by the cumulative grade point average of all work completed as of Spring and Summer 2016. Honor cords will be distributed at Commencement Rehearsal. Honors are recognized as follows:

<table>
<thead>
<tr>
<th>Designation</th>
<th>GPA Range**</th>
<th>Cord Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>3.86 or above</td>
<td>Gold</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.70 – 3.85</td>
<td>Gold</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.40 – 3.69</td>
<td>Gold</td>
</tr>
<tr>
<td>Honors</td>
<td>3.00 – 3.39</td>
<td>Blue</td>
</tr>
</tbody>
</table>

**Reminder: No grade of "F" should appear either on the transferred transcript or Southern University transcript. The average is to be computed on all hours pursued. At least 40 percent of the course work must be earned at Southern University, Baton Rouge. All work pursued at Southern University, New Orleans, and at Southern University, Shreveport, should be evaluated as if pursued at Southern University, Baton Rouge.

Photographs
Candid Campus Photography has been engaged to take your picture with the Chancellor as you cross the stage. You may order pictures directly from the photographer. Specific details will be provided directly from Candid Campus Photography.

Arrangements for Hearing Impaired/Guests with Disabilities
SUBR will provide interpreter service for the ceremony. To assist us in providing arrangements for guests of with special needs, guest should arrive early. There will be designated parking and entrance in the area facing South-Harding Blvd of the F.G. Clark Activity Center. Individuals must provide personal equipment for mobility (i.e. wheelchairs, walkers, crutches, etc.). One (1) family member may accompany the individual in designated Disable Seating area. Please contact the Coordinator of Disability Services/ODS, Ms. Patricia R. Hebert, at 225.771.3456 for questions.

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 guest.