


**The Graduate School
Southern University and A&M College
Baton Rouge, Louisiana**

APPLICATION FOR GRADUATION

INSTRUCTIONS FOR GRADUATION APPLICATION

1. All parts of the application **MUST BE TYPED (handwritten will not be accepted)** and fully completed, and submitted to the Graduate School, by the appropriate academic department, by the published deadline.
2. Applications must include a current approved **Plan of Study** completed, signed and dated by the student, the **assigned** departmental advisor and the chair. Applications submitted without an approved Plan of Study and appropriate signatures will be returned unprocessed.
3. All course substitutions and course transfers must have been submitted and approved prior to the submission of the graduation application packet.
4. All **INCOMPLETE** grades received before the semester of graduation as well as all asterisks must be removed from the transcript, through the Registrar's Office, prior to submission of the graduation application to the Graduate School.
5. All students must ensure that they have been officially admitted to their appropriate academic department prior to submission of the graduation application to the Graduate School.
6. **Dissertation, thesis and final project/report proposal registration forms, (as well as application for admission to candidacy for doctoral students) must be submitted to the Graduate School, prior to the deadline for graduation application and by the published deadlines.**
7. Applications for dissertation, and thesis defense, as well as comprehensive examinations must be submitted to the Graduate School for approval, no later than five (5) working days prior to the anticipated date of such examinations.
8. Applications for graduation must be evaluated by the academic department to ensure completeness and compliance with all published degree requirements, before being submitted to the Graduate School. Department chairs must ensure that only the applications of those students who meet the requirements for a graduate degree (as stipulated in the catalog) are submitted to the Graduate School. **APPLICATIONS SUBMITTED FOR STUDENTS WHO DO NOT MEET THE REQUIREMENTS FOR A GRADUATE DEGREE WILL BE RETURNED TO THE DEPARTMENT.**
9. Names listed on University official records (SIS-Plus System) in the Registrar's office will appear on the diplomas. Requests for name changes must be submitted to the Registrar for processing at least one semester prior to the submission of this application.



≧ Applications can be submitted early, but not later than the deadline indicated by the Graduate School. Under extenuating circumstances, late applications may be submitted only with departmental approval, accompanied by a late application form signed by the Vice Chancellor for Academic Affairs. However, as stipulated on the late application form the University is under no obligation to process late applications for graduation. Therefore, there is no guarantee that late applications will be processed in time for graduation in any given semester/term. ≦ 

APPLICATION FOR GRADUATION

Anticipated Graduation Date: FALL SPRING SUMMER YEAR _____

Date of Admission to Current Degree Program:
FALL SPRING SUMMER YEAR _____

NAME: _____
(Last) (First) (Middle) (Maiden)

Social Security No. _____ - _____ - _____ **Local Telephone No.** _____

Local/Current Address: _____
(Street) (City) (State) (Zip)

Permanent Address: _____
 (if different from above) (Street) (City) (State) (Zip)

Permanent Phone No. _____ **E-mail Address:** _____

Current Semester Courses Enrolled in:			
Course Prefix	Course No.	Course Title	No. of Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Final Semester Courses (Courses Remaining on Plan of Study) (if submitted prior to semester of graduation)			
Course Prefix	Course No.	Course Title	No. of Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I am working on a:

- Dissertation**
 Thesis
 Special Project
 Report Proposal

CHECK (✓) FIELD OF STUDY

▷ *Doctor of Philosophy*

- ▷ Environmental Toxicology
- ▷ Nursing
- ▷ Public Policy
- ▷ Science/Mathematics Education
- ▷ Special Education
- ▷ Urban Forestry

▷ *Doctor of Nursing Practice*

▷ *Master of Arts*

- ▷ Counselor Education
- ▷ Mass Communications
- ▷ Mental Health Counseling
- ▷ Social Sciences-History
- ▷ Social Sciences-Political Science
- ▷ Social Sciences-Sociology

▷ *Master of Business Administration*

▷ *Master of Education*

- ▷ Education Leadership
- ▷ Elementary Education
- ▷ Secondary Education
- ▷ Special Education

▷ *Master of Public Administration*

- ▷ Generalist
- ▷ Health Care Administration
- ▷ Mid-Career
- ▷ Public Policy/Analysis
- ▷ Non-Profit Management
- ▷ Finance

▷ *Master of Science*

- ▷ Biology
- ▷ Criminal Justice
- ▷ Computer Science
- ▷ Mathematics/Physics
- ▷ Rehabilitation Counseling
- ▷ Speech-Language Pathology
- ▷ Therapeutic Recreation
- ▷ Urban Forestry

▷ *Master of Science in Nursing*

▷ *Master of Engineering*

▷ *Online Executive Master of Public Administration*

***THIS SECTION MUST BE COMPLETED BY THE STUDENT, ADVISOR
AND DEPARTMENT CHAIRPERSON***

By fixing my signature herein, I hereby authorize the Graduate School to access and obtain copies of my official academic record (transcripts, etc.) as needed.

STUDENT'S NAME

STUDENT'S SIGNATURE

DATE

We, the undersigned, certify that the student's academic record has been thoroughly evaluated and that all degree requirements have been met, including the following:

1. The student has no more than two grades below "B" on the official transcript.
2. The student does not have a grade of "D" or "F" in any coursework completed that may be used to satisfy degree requirements and has a minimum 3.0 grade point average on all graduate course work.
3. The student does not have any courses applied toward graduation which exceed the statute of limitations (7 years for master's and 8 years for doctoral)
4. The student will meet the course requirements detailed in the Plan of Study, including courses currently enrolled in.
5. The student has made sufficient progress toward completion of the thesis, dissertation, or final project/report to warrant consideration for graduation in _____.
(semester of graduation)

DEPARTMENT

ADVISOR'S NAME

ADVISOR'S SIGNATURE

DATE

DEPARTMENT CHAIRPERSON'S NAME

DEPARTMENT CHAIRPERSON'S SIGNATURE

DATE