

# **CERTIFICATION OF STUDENTS FOR GRADUATION**

## **Procedures and Responsibilities**

Each student is personally responsible for knowing all requirements established for his/her degrees and for adhering to all published regulations of the University. It is the student's responsibility to learn these regulations and to satisfy his/her degree requirements. A student's advisor or counselor may not assume that responsibility. Any substitution, waiver, or exemption from any established departmental or college requirement or academic standard may be accomplished only with the recommendation of the student's dean and approval by the Executive Vice-President for Academic Affairs & Provost.

Records at each level of these procedures should contain a student's email address, current mailing address and telephone number to simplify official notifications.

Applications for graduation must be filed in the major department by the established deadline during the academic semester before the expected semester of graduation. Departmental deadlines should be set to allow sufficient time for review by the Chair and submission to the dean by the college deadline.

While signatures at each level of the review process contained in these procedures attest to signers' approval, final certification that all degree requirements have been met rests with the Registrar.

## **STUDENTS**

1. Have the responsibility to know rules and regulations of the University, College, Department, and Program and to satisfy all degree requirements.
2. Are responsible for initiation regular meetings and with their assigned advisor each academic term, over the course of their program of study at the University.
3. Should follow course sequences and prerequisites as listed in approved department, program, and college curriculum plans.
4. Are responsible for filing a properly completed and signed graduation application in the major department in the term prior to the one of expected graduation. The application must bear the signatures of the student and his/her assigned advisor.
5. Must ensure that an official record of all transfer credits has been submitted to the Office of the Registrar. All transfer credits are to be submitted to the Office of the Registrar no later than 45 days after the beginning of the following semester.

## **CERTIFICATION OF STUDENTS FOR GRADUATION (CONTINUED)**

### **ADVISORS**

1. Are responsible for meeting with their assigned major students on a regular basis, but at least once per academic term, over the course of the student's program of study.
2. Maintain a written record of each advisement session, signed by both the student and the advisor. This written record, which is a part of the major department's file for each student, should contain at least the information on the attached Student Advisement Form. This form, modified to show department/college specific tests/courses, is to be used by each department for each student. Uniformity of the advisement record is required.
3. The major department advisor will submit a completed academic file to the department chair, including:
  - a. Student advisement records
  - b. A copy of all official grade sheets for the student.
  - c. All records of approved course substitutions and transfer credits.
  - d. Other records as required
4. Ensure that students take courses in sequence and satisfy course prerequisites.

### **DEPARTMENT CHAIRS/PROGRAM LEADERS**

1. Assign each student an advisor upon the student's entry into the department/program, and monitor the advisement process.
2. Ensure that requirements for department majors are kept current.
3. Maintain a central records file for all majors, including student advisement records, student registration forms and official grades.
4. Upon receipt of an application for graduation, completed and signed by the advisor and the student, conduct an independent review of the application to ensure compliance with all university and state requirements. Forward all applications approved by the Chair or Program Leader to the Dean of the college/school on or before the established deadline.
5. Notify, in writing, the advisor and the student of any discrepancies noted. Such discrepancies are to be resolved before forwarding the application to the dean.

SOUTHERN UNIVERSITY  
AND AGRICULTURAL AND MECHANICAL COLLEGE

**CANDIDATES FOR THE BACHELOR'S DEGREE OFFICIAL CHECK-OUT SHEET**

SU 651

Name of Student	College
Proposed Date of Graduation	Curriculum
Degree	Catalog Issue

COURSES IN PROGRESS		
COURSE	COURSE NUMBER	SEMESTER HOURS

ADDITIONAL COURSES REQUIRED		
COURSE	COURSE NUMBER	SEMESTER HOURS

OTHER REQUIREMENTS				
Total Semester Hours Carried	Total Quality Credits	Hours Applicable To Degree	Military Service Credit	Credit Examinations
DEFICIENT QUALITY CREDITS		IF TRANSFER STUDENT: Hours Credits Carried at Southern U		
Overall:	Major Field:	No. of Hours	Quality Credits	Deficiency Quality Credits

Signature of Student:	Date:
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**DO NOT WRITE BELOW THIS LINE** *(For Office Use only)*

Records Checked by: 1.		2.		Departmental Chairman
Approved by: 1.		2.		Date

# **COLLEGE OF SCIENCES AND ENGINEERING**

## **GUIDELINES FOR GRADUATION APPLICATIONS**

1. The student must be officially enrolled at SUBR in order to obtain a degree.
2. Grades for courses that apply toward graduation must be recorded on the SUBR transcript at the time of submission of the application for graduation.
3. Requests for course substitutions must be submitted as part of the application for graduation.
4. Requests to test out of courses during the semester of graduation will not be recommended for approval by the Dean of the College.
5. The University guidelines for course overloads will be followed. Please refer to the statement in the University Catalog that stipulates the grade point average for the overload and maximum number of overload credits allowed.
6. The completed approved balance sheet for the catalog issue under which the student plans to graduate must be attached to the application for graduation.
7. Transfer credits must be evaluated by the College and/or Department prior to the submission of an application for graduation. The assigned course equivalent for transfer credits will apply except in cases where the Department and/or student request re-evaluation within thirty (30) calendar days of receipt of the initial evaluation. It is the student's responsibility to provide the Office of the Dean with course descriptions of transfer credits.
8. Late applications for graduation will not be accepted by the Dean of the College. Further, applications submitted after the deadline set by the Office of the Registrar will not be recommended for acceptance. A change in catalog issue constitutes a new application for graduation.

**EXCEPTIONS TO THE ABOVE GUIDELINES WILL REQUIRE EXTRAORDINARY  
CIRCUMSTANCES AS DETERMINED BY THE DEAN OF THE COLLEGE.**

Acknowledgement of Receipt:

\_\_\_\_\_  
Student's Name (Print)

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

\_\_\_\_\_  
Date

# Southern University and A&M College

## APPLICATION DATA SHEET

<hr/>		<hr/>	
Social Security Number or Banner No.		Area Code and Telephone Number	
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<hr/>	<hr/>	<hr/>	<hr/>
Last Name	First Name	Middle Name	Maiden Name
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<hr/>		<hr/>	<hr/>
Permanent Mailing Address		City and State	Zip Code
<hr/>			
<hr/>	<hr/>	<hr/>	<hr/>
Date of Birth (mm/dd/yyyy)	Sex	Marital Status	
	Female	Single	
	Male	Married	
		Divorced	
		Widowed	
<hr/>			
Degree	Major	Minor	

### Racial/Ethnic Data

- \_\_\_\_\_ *Black: A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).*
- \_\_\_\_\_ *American Indian or Alaskan Native: A person having origins in any of the original people of North America, and who maintains cultural identification through tribal affiliation or community recognition.*
- \_\_\_\_\_ *Asian or Pacific Islander: A person having origins in any the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Islands, and Samoa.*
- \_\_\_\_\_ *Hispanic: A person of Mexican, Puerto Rican, Cuban, Central American, South American, or other Spanish culture or origin, regardless of race.*
- \_\_\_\_\_ *White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).*
- \_\_\_\_\_ *Non-Resident Alien: A person who is not a citizen of the United States and who is in the country on a temporary basis and does not have the right to remain indefinitely. Resident aliens who are not citizens or nationals of the United States and who have been lawfully admitted for permanent residence (and who hold alien registration receipt cards – Form I-551/I55) are to be reported in the appropriate racial/ethnic categories along with United States citizens. Please give your Alien Registration Receipt Card Number.*

\_\_\_\_\_  
Card Number

## The Hereafter Rule of Graduating

Failing to graduate is not the end. Indeed, there is graduation life after failure. Living in this graduation hereafter means that a student must do two things:

1. The student must RE-ENROLL at the University.
2. The student must REAPPLY for graduation.

These two things must be done at the **very beginning** of the next semester during which the student intends to graduate. If the student misses the re-application deadline for the next semester in which he or she intends to graduate, the University is not obligated to allow the student to graduate.

If a student has one or more hours of real course work that must be completed to satisfy graduation requirements, then that 1 or more hours will constitute the minimum number of semester credit hours for which the student needs to enroll. If a student has no more course work to complete to satisfy graduation requirements, the student must enroll for **Graduation Only** (0 credit hours) and pay the fees for carrying zero hours.

The bottom line is that graduating is not free. Graduation fees will be assessed each time the student applies for graduation.

Please be reminded that if a student is **absent** from the University for **two consecutive academic semesters** before deciding to re-enroll and re-apply for graduation, the student will be governed by the University Catalog in existence upon their return. The **graduation requirements** associated with the new catalog may be **different** from those in the previous catalog. **The student must satisfy the graduation requirements existing upon their return.**

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### Student's Acknowledgment of Receipt and Understanding of The Hereafter Rule of Graduating

I, \_\_\_\_\_, have read and understand  
Student's Name (Please Type or Print)

**The Hereafter Rule of Graduating.**

Signed,

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Student's Signature

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S-Number

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Date

CSE, 08/2017

**STUDENT ADVISEMENT RECORD**  
**COLLEGE OF SCIENCES AND ENGINEERING**  
Southern University and A&M College at Baton Rouge

<hr/> Student's Name	<hr/> S-Number
<hr/> Department/Major	<hr/> Catalog Year
<hr/> Transfer College/University (If Applicable)	

  

- I. I have been advised to review and keep abreast of the contents of the Southern University Catalog, with emphasis on the section entitled, ADMINISTRATIVE REGULATIONS and COLLEGE OF SCIENCES AND ENGINEERING BACCALAUREATE DEGREE REQUIREMENTS, which includes information which is applicable to the student and to graduation requirements.
- II. I have been advised that after passing English 110 and 111, I am required to pass the WRITING PROFICIENCY EXAMINATION prior to applying for graduation and to use the Writing Laboratory located in W.W. Stewart hall as a resource to prepare for the examination.
- III. I have been advised that I am required to pass a DEPARTMENTAL COMPREHENSIVE EXAMINATION administered by my major department (or program) in order to graduate. I am responsible for consulting with the departmental chairperson, program leader or advisor relative to dates of administration of the examination, and with regard to preparation.
- IV. I have been advised that I am required to satisfy the Louisiana Board of Regents' COMPUTER LITERACY REQUIREMENT in order to graduate. To do this, I must:
  - ◆ Pass the Southern University Computer Literacy Examination; or
  - ◆ Pass Computer Science 105 or 290, OR an "approved" substitute (not more than five years old).
  - ◆ Note: Students who fail Computer Science 105 will not be allowed to take the Southern University Computer Literacy Examination.
- V. I have been informed that students who were first-time freshmen at any post-secondary institution on August 1, 1991, or at any time thereafter will be required to pass a three-credit hour course in AFRICAN AMERICAN EXPERIENCE before graduation. See catalog for details.
- VI. I am aware that students who were first-time freshmen at any post-secondary institution on August 1, 1991, or at any time thereafter will be required to complete a minimum of 60 clock hours of COMMUNITY SERVICE as one of the requirements for graduation. See catalog for details.
- VII. I have been informed that I must fulfill all of the basic requirements of the Board of Regents, to include at least (3) credit hours of PHILOSOPHY.
- VIII. I am aware that I must complete a six (6) credit hour sequence in a foreign language beginning with the 1993-1995 catalog. (*Science majors only*)
- IX. I am aware of the MENTOR PROGRAM and COUNSELING SERVICES on the campus.
- X. I will meet with my assigned faculty advisor each semester for academic advisement and counseling. Visits will be verified by affixing my initials to this Student Advisement Record.
- XI. I am aware that my application for graduation must be submitted to the Office of the Dean by the deadline date. It is my responsibility to be aware of the deadline date and to ensure timely scheduling of the completion of the application for graduation.
- XII. I am aware that the College of Sciences and Engineering sets a deadline for submission of applications for graduation, after which applications will not be accepted.
- XIII. I understand that applications for students who clearly do not meet requirements for graduation should not be submitted. However, in cases for which the student has an incomplete or missing grade with reasonable explanation, the application should be transmitted by the published College of Sciences and Engineering deadline.
- XIV. I am aware that if I should fail to graduate at the Graduation Convocation for which an application is filed, I must re-apply for the semester I plan to graduate.
- XV. I am aware that I must **register AND pay fees** during the semester of graduation.
- XVI. I am aware that a candidate for the baccalaureate degree must complete the last 30 semester hours of studies in residence at Southern University-Baton Rouge. See catalog for details.

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### COMPLETION OF REQUIREMENTS

*(Attach appropriate certification of each completed requirement)*

Writing Proficiency Examination	Date Passed: _____
Departmental Comprehensive Exam	Date Passed: _____
Computer Literacy Course # _____ or Examination	Date Passed: _____
African American Experience Course # _____	Date Passed: _____
Community Service Hours	Date Completed: _____

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### ADVISOR-ADVISEE CONFERENCES

Date	Comments	Student's Initials	Advisor's Initials

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STUDENT'S SIGNATURE

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ADVISOR'S SIGNATURE

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CHAIRPERSON'S/PROGRAM LEADER SIGNATURE

\*\*\*THIS FORM **MUST** BE ATTACHED TO THE APPLICATION FOR GRADUATION.

APPROVED: \_\_\_\_\_

Lealon L. Martin, Ph.D.  
Dean, College of Sciences and Engineering



# **SOUTHERN UNIVERSITY**

## **COLLEGE OF SCIENCES AND ENGINEERING**

### **PROSPECTIVE GRADUATE PERSONAL INFORMATION**

**NAME:**

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**STUDENT ID #:**

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**LOCAL E-MAIL:**

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**LOCAL ADDRESS:**

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**LOCAL PHONE #:**

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**PERMANENT ADDRESS:**

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**PERMANENT PHONE #:**

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**PERMANENT E-MAIL:**

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