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# APPLICATIONS FOR GRADUATION FOR DEGREE CANDIDATES

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Southern University and A&M College  
Baton Rouge, Louisiana

## **Applications for Graduation**

Applications for graduation must be submitted to the Graduate School no later than the deadline date stipulated on the **Graduate School Critical Dates** webpage at: <http://www.subr.edu/page/1567> for each semester listed. The following guidelines and procedures are used in processing applications for graduation.

1. Student's department submits a complete typed application (including a current Plan of Study, registration of special project/thesis/dissertation, registration of departmental comprehensive examination, if applicable) signed and dated by the student, the assigned departmental advisor, and the department chair to the Graduate School by the deadline date stipulated for the receipt of graduation applications. (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.)
2. Applications for graduation are accepted by the Graduate School and date-stamped by the individual receiving them.
3. The Graduate School acknowledges receipt of all applications received by sending a letter to each departmental chairperson verifying their submission.
4. Each application is reviewed for completeness and the Plan of Study is evaluated for compliance in meeting all degree requirements for the specific degree (admission status, verification of cumulative grade point average, appropriate course substitution and course transfer forms submitted and approved, receipt of official GRE/GMAT scores, removal of "I" grades and grades missing from official transcript).
5. Correspondence is sent to the student, with a copy to the respective coordinator/chairperson, giving notification of any discrepancies found after reviewing the graduation application and the deadline date for removing such discrepancies that will prevent he/she from graduating.
6. Verification of each student meeting all requirements for the respective degree is completed with the posting of semester grades on the official transcript by the Registrar's Office, removal of discrepancies listed in the letter of correspondence sent and those discrepancies noted by the Registrar's Office.
7. A list of the prospective candidates, listing degree, college/department, city and state, is submitted to the Registrar's Office (by the deadline date specified) for the ordering of diplomas. Copies of Plan of Study, correspondence sent to each student, approved course substitutions and course transfers (where applicable) are also forwarded to the registrar's office for official certificate of completion of degree requirements.
8. A list of prospective candidates, by college/department, (including dissertation/thesis topic,

thesis/dissertation advisor/major professor, where applicable) city and state is submitted to the Publications Office (by the deadline date stipulated) for inclusion in the commencement program.

9. List of the prospective candidates is prepared for submission to the Graduate Council and the Council of Academic Deans for approval.
10. Name card is prepared for each student for the purpose of positioning each student in the line of march (graduation rehearsal and commencement exercises).