

SOUTHERN UNIVERSITY AT SHREVEPORT

Office of the Records and Registration

Frequently Asked Questions (FAQs)

Graduation and Commencement

1. **How do I apply for graduation?**

The graduation application is available on the All Things Graduation web page located at <https://www.susla.edu/page/all-things-graduation>. This web page contains all matters related to graduation, to include the graduation application, check-out form, graduate measurement form and much more.

Students are strongly encouraged to maintain an active SUSLA email account during enrollment.

2. **What is a degree audit?**

A degree audit enables the Registrar's Office to monitor the academic progress of a student toward degree completion and the courses needed to meet their major and university requirements.

3. **How do I obtain a degree plan?**

Contact the Academic (major) Advisor for your declared major or Chairperson for your Department or Dean for your Division. Degree plans are located at <https://www.susla.edu/page/academic-degree-plans>.

A degree plan cannot substitute for meeting personally with your advisor, but it can be a valuable tool for both of you when you do meet.

4. **How do I show proof of graduation before degrees are officially approved and posted to the transcript?**

Prior to the conferral of degrees during the commencement exercise, degree completers are able to request a *Letter of Completion* by emailing your request to registraroffice@susla.edu. The request must include your name and SUSLA Banner ID.

5. **When is commencement?**

Southern University at Shreveport hosts a commencement exercise in May of every year. The date is published on the annual Academic Calendar.

6. **I just graduated. When and how do I get my diploma?**

Candidates who complete degree requirements, to include payment of graduation fees, by the specified deadline will be able to retrieve diplomas immediately following the physical commencement ceremony.

For those who do not participate in commencement, diplomas are released for retrieval by the dates noted on the *All Things Graduation* web page or via US Postal Service by submitting the *Diploma Mailing Request* form and proof of payment to the Registrar's Office.