

Pre-Commencement Information

I am completing my degree requirements this semester. What are my next steps?

Please log-in to your **myLSUS** to fill out and submit the **Graduation Application**, available in your Quick Links. The application will only be available during the semester **in which you are graduating**. For example, a spring graduate cannot fill out their graduation application during the fall semester. Please check below to see when your degree will be conferred.

Please submit your graduation application and any changes no later than 1 month prior to graduation. Submissions or changes submitted after the deadline may not be reflected on your diploma. *Note: The name on your diploma will appear **EXACTLY** how you input it when completing the application for graduation. Students who input their name incorrectly will need to order a replacement diploma at a cost of \$25.*

Download the **Graduation Checklist** from the graduation web page. The checklist serves as a reminder of the different graduation requirements.

Students failing to satisfy degree requirements (e.g. grades or GPA calculations) are removed from the graduation list by the Registrar's office. The student and their Dean(s) are notified in a timely manner as to the removal.

What are the 2021 conferral dates?

The conferral date is the day you are officially granted your degree. This date will appear on your transcript and your diploma.

March 9, 2021 – applies to students enrolled in an online, accelerated program who complete degree requirements by the end of spring sessions AP1 or 1C. There is no Commencement ceremony in March. All March graduates are invited to participate in our May Commencement ceremony.

May 14, 2021 – applies to students who will complete degree requirements by the end of spring sessions 1, AP2, or 1D. This includes students on a traditional schedule and online.

August 11, 2021 –applies to students who complete degree requirements by the end of summer sessions 1, AP1, or 1C. This includes students on a traditional schedule and online. There is no Commencement ceremony in August. All summer AP1/1C/1 graduates are invited to participate in our December Commencement ceremony.

August 31, 2021 – applies to students enrolled in an online, accelerated program who complete degree requirements by the end of summer sessions AP2 or 1D. There is no Commencement ceremony in August. All summer AP2/1D graduates are invited to participate in our December Commencement ceremony.

October 26, 2021 – applies to students enrolled in an online, accelerated program who complete degree requirements by the end of fall sessions AP1 or 1C. There is no Commencement ceremony in October. All October graduates are invited to participate in our December Commencement ceremony.

December 17, 2021 – applies to students who will complete degree requirements by the end of fall sessions 1, AP2, or 1D. This includes students on a traditional schedule and online.

When will I receive communication regarding graduation?

You will be contacted immediately via e-mail when the Records Office receives your degree checkout from your department. Receipt of the degree checkout is what officially places you on our list of potential graduates.

After that confirmation email, you should not expect to hear from the Records Office unless additional information is required.

Any notifications regarding graduation will be sent to your student email account. Please check your email throughout the semester for any important updates.

How do I pay my \$50 graduation fee?

Please note that the graduation fee will not appear on your myLSUS account until one of the following occurs: you have submitted your Graduation Application online through myLSUS or the Records Office receives the signed degree checkout from your department.

You may pay the graduation fee online through myLSUS. Other payment options include mailing a check or money order (mail to the Department of Accounting Services, One University Place, Shreveport, LA 71115) or paying in person with cash, check, or money order at the cashier's desk in the Administration Building, room 129. The graduation application fee is non-refundable.

If you have previously graduated with a degree from LSUS, you will not have to pay an additional graduation fee.

Can I still purchase graduation regalia even though the ceremony is virtual? Yes!

Announcements, caps, gowns, master's hoods, invitations, diploma frames, and school rings may be purchased and picked up at the **LSU Shreveport Bookstore**. You are encouraged to make it to the Graduation Fair if you are able.

Late orders may be subject to additional charges. Special size gowns are available by special order (check with the Bookstore for details).

If you need additional information, please contact the LSU Shreveport Bookstore at (318) 797-5212 or via e-mail at bookstore@lsus.edu

During specific timeframes, students can purchase caps and gowns online at: <https://lsus.shopoakhalli.com/purchasewizard/Welcome>

Diploma frames can be purchased here: <https://bit.ly/2A6nD2E>

Diploma and Honors Information

When will I receive my diploma?

All diplomas will be mailed to the address provided on your graduation application by the end of the month following your conferral date. (Example: December commencement – by end of January; May commencement – by end of June)

Students who reside outside of the United States and who wish to have their diploma mailed to an international address should contact the Records Office at registrar@lsus.edu with that address. Note: The campus will mail your diploma to you via Fed Ex or UPS only.

If a graduation application is not submitted by the deadline, diplomas will be mailed to the address as it appears on record. It is important to submit a graduation application and update your address in myLSUS to avoid the misplacement of your diploma.

*Note: The name on your diploma will appear **EXACTLY** how you input it when completing the application for graduation. Students who input their name incorrectly will need to order a replacement diploma at a cost of \$25.*

I am interested in getting more than one copy of my diploma. How do I do this?

One diploma is included in the graduation fee. Duplicate diplomas may be ordered after your conferral date. Please include your receipt of payment with the Request for Duplicate Diploma form (found [here](#)). If you are unable to visit the Cashier's Desk in-person, please mail both the completed form and a check or money order to the Department of Accounting Services (One University Place, Shreveport, LA 71115). The fee is \$25 per copy.

Can you tell me more about graduating with honors?

A baccalaureate degree is awarded with honors to students who earn a minimum of 30 term hours of credit at LSU Shreveport and who maintain a high grade point average. To be eligible for honors, students must have a grade point average, **including course grades eliminated through the Repeat/Delete option and the Bankruptcy Policy**, that falls within the ranges shown below, both for courses taken at LSU Shreveport and for all courses. **Both the LSU Shreveport and Cumulative GPAs must be 3.50 or above to be awarded a degree with honors.**

Please note, honors designations are awarded to undergraduate students only. Graduate students are not eligible to earn a degree with honors but are welcome to wear any honors regalia they receive through departmental or national honor societies.

Undergraduate students will receive honors cords upon checking in at Commencement.

Honor	Grade Point Average
summa cum laude	3.90 to 4.00
magna cum laude	3.70 to 3.89
cum laude	3.50 to 3.69

Honors candidates who have outstanding transcripts should send all official transcripts to our office by COB on Monday, December 14, 2020 (for the Fall '20 commencement). Failure to meet this deadline can result in being omitted from the honors insert in our Commencement Program. Diplomas and honors cords cannot be released to students who are missing paperwork such as an official transcript.