

Graduation Checklist

Below is a list of requirements which must be completed in order for you to graduate.

This checklist serves as your way of knowing whether or not you have completed all requirements for graduation. Please retain a copy.

- You are officially considered a potential graduate once your degree checkout has been received by the Records Office. You will not begin receiving graduation communication from the Records Office until this occurs. **The degree checkout paperwork is submitted to the Admissions and Records office by your program.**
- Complete the **Graduation Application** through your myLSUS account no later than one month prior to your conferral date. Any changes in your name or mailing address should also be submitted by this deadline. This application can be found online through the Quick Links in myLSUS. Applications are **only available during the semester you are graduating**. Please make sure you are submitting during the appropriate time period.
Graduation candidates who submit documents after this date will have their diplomas ordered with the name that appears on record.
- Pay the **\$50 graduation fee** by your conferral date. The **non-refundable** graduation fee may be paid online through your myLSUS account, by mailing a check or money order to the Department of Accounting Services (One University Place, Shreveport, LA 71115), or by paying in person with cash, check, or money order at the cashier's desk in Room 129 of the Admin. Building. The fee will not be placed on your account until you have submitted your graduation application online, or until a degree checkout has been submitted by your department to the Records Office (whichever occurs first).
Note: You do not have to pay the fee again if you have previously earned a degree from LSUS.
- Successfully complete** all currently enrolled courses.
- If you are currently enrolled at another institution, please request an official transcript be sent to the LSU Shreveport Admissions and Records Office (One University Place, Shreveport, LA 71115). ***As per university policy, official transcripts are required from all other universities attended. Transcripts are required regardless of whether credit was earned or desired or whether work is shown on another transcript. If transcripts are not received by the graduation deadline, your degree will not be conferred.***
- Please read through the Frequently Asked Questions on the graduation page for important details:
<https://www.lsus.edu/offices-and-services/records-and-registration/graduation>

Your degree will not be posted on your transcript and your diploma will not be released until all necessary graduation requirements have been completed.