

## Procedure for Filing the Undergraduate Application for Graduation

1. Obtain the Application for Graduation from the office of your Academic Department.
2. Complete the Application for Graduation and obtain the signatures of your Academic Advisor, Department Chairperson and Academic Dean. Complete the Exit Interview with the Office of Financial Aid and secure the signature of the appropriate Financial Aid Official.
3. Pay the appropriate Application Fee to Student Accounting located in the Basement of Bell Hall.

<b>Liberal Arts and Behavioral Sciences, Business, Education and Technology</b>	<b>\$11.50</b>
<b>College of Pharmacy and Health Sciences</b>	<b>\$29.75</b>
4. After all signatures are secured and fees are paid, submit the original Application for Graduation along with the following forms (if applicable) to the Office of the Registrar, one copy of the application to your Academic Department and retain one copy for and payment receipt for your personal files.
  - a. Official Blank Degree Plan
  - b. CAPP Compliance
  - c. Course Substitution Form
  - d. Out of Residency Permission Form
  - e. Declaration of Major and Minor Form
5. If your diploma is to be issued in a name other than the name that appears on your official record at Texas Southern University, a completed Request for Name Change Form along with the proper documentation must be submitted to the Office of the Registrar.
6. If you have attended any other universities or colleges while in attendance at Texas Southern University and you are requesting transfer credit, an official copy of all transcripts must be sent to the Office of the Registrar. However, if you are within your last 30 hours, written prior approval (Out of Residency Permission Form) must be on file in the Office of the Registrar before transfer credit will be given. An official unopened transcript can be hand delivered.
7. Request that an official copy of your academic record be sent to your Academic Advisor for review.
8. All candidates are expected to participate in the Commencement Exercise. However due to unforeseen circumstances, a candidate may upon written request and approval of the University Provost graduate in absentia.
9. Any candidate with an outstanding debt to the University will not be allowed to participate in the Commencement Exercise.
10. **Any candidate who has not satisfied all requirements for his/her prospective degree will not be allowed to participate in the commencement Exercise and must re-file his/her application.**
11. **All inquiries concerning graduation are channeled through the academic department. The Registrar's Office does not conference or counsel individual students.**
12. Purchase your graduation regalia from the University Bookstore, 1<sup>st</sup> floor, Sterling Student Life Center.