To the Student
In order for a candidate for degree to ascertain that he/she will receive his/her diploma upon the successful completion of degree requirements, the following must be accomplished prior to the University’s “Last Day to Apply for Graduate Degree” deadline. (This deadline is published in the official University calendar and in the current university catalog. It is also in the Important Dates & Deadlines on the Registrar’s website.)

GRADUATION CHECKLIST
This form is available on the Graduate School website or it can be picked up from the Graduate School Office. It must be completed and returned to the Graduate School along with the “Application for Degree” and proof of payment of the diploma fee.

APPLICATION FOR DEGREE & DIPLOMA FEE
The form to order your diploma is called the “Application for Degree.” It too can be found on the Graduate School website or can be picked up from the Graduate School Office. Students must accurately complete the application for degree, pay the $90 diploma fee in Lafayette Hall, and return it with proof of payment to the Graduate School. It is particularly important that all mailing addresses are complete and accurate. Without accurate mailing information, a student will miss important announcements about commencement.

CAP/GOWN FEES
The cap and gown fees must be paid to the University Bookstore on time. Students will receive notification of this deadline with other necessary commencement information from the Registrar’s Office.

TRANSFER WORK
Any student who wishes to apply transfer credits to meet the degree requirements must receive approval of the graduate program and request (by petitioning the Graduate School) approval from the Dean of the Graduate School. To do so, students must complete the “Transfer Graduate Credit” form (available on the Graduate School website or in the Graduate School office) as well as ensure that an official transcript has been received in the Graduate School Office early during the semester in which the degree is to be awarded.

INCOMPLETES
Students must have finished any incomplete (I) grades necessary for graduation at least two weeks before the beginning of final examinations. The Registrar’s Office must receive the Change-of-Grade card at least two weeks before commencement.

DROPPED COURSES
Students must be aware that any course dropped may adversely affect graduation.

ATTENDANCE AT GRADUATION
Students must attend the commencement ceremony. If a student has a conflict that precludes attendance, he/she must apply in writing to the Dean of the Graduate School at least two weeks before the commencement ceremony for permission to be graduated in absentia. If a student does not apply to be graduated in absentia and does not attend commencement, the diploma will be withheld and the student will not be considered a graduate of the University of Louisiana at Lafayette.

UNIVERSITY DEBTS
Students in debt to the University will be notified by mail of that debt through the Dean of Students’ Office. If a student does not pay all debts by the deadline set by that office, his/her diploma will be withheld.