**Spring 2023**

Graduation Application Frequently Asked Questions

**Important Dates.** Below are dates to keep in mind for graduation. Please note that the Office of the Registrar only confers degrees three times a year (May, August, December). Regardless of when your courses end, your degree will not be conferred until after the conferral date of May 7$^{th}$, 2023.

| Deadline for Graduation Application | March 2nd, 2023 |
|---|---|
| Degree Conferral | May 7$^{th}$, 2023 |
| Shipping date for Diplomas | June 9th, 2023 |
| Deadline for degree conferral | June 9$^{th}$, 2023 |
| Graduation Ceremony | May 6$^{th}$, 2023 |

**Degree Audit.** Be sure to review your degree audit. It is best to consult the **PDF version** of your degree audit with your advisor. This can be found on your my.letu.edu under the Academics tab.

**Summer Graduates** wishing to participate in the May 2023 Ceremony may do so <u>if they have no more than 9 credit hours outstanding in their degree by the end of the spring semester.</u>

**\*\*Be Advised\*\***
Conferral is not automatic after the completion of your coursework. After all grades are entered by our professors, our office will review and finalize each degree audit. This takes about a month. Your transcript will not reflect your awarded degree until after the conferral process, but **your conferral date will show as 5/7/2023**, the last day of the semester.

*If you need proof of graduation immediately after the semester ends, please contact our office.*

**Outstanding hours.** If you have courses and hours outstanding on your audit, please note your plan for completing these on your Application. It is recommended to consult your advisor, if you have not already done so, for a plan of completion. ***Applications that do not have a listed plan but do have outstanding hours will be rejected back to the student.***

**Waived courses.** Though courses listed as "WV" on your audit are waived, you are not waived from the credit hour requirement. At the time of conferral, the Registrar's Office adds any viable hours from the Unused Section of your audit to make up for these waived courses. If you do not have any additional hours to make up for the waiver, you will not meet conferral.

***\*\*Your audit will read as Incomplete if you have waived coursework, but as long as you have applicable hours to spare, you are set for conferral\*\****

**Course Substitutions.** You may find courses left blank on your audit that you believe had been substituted. If this is the case, consult with your advisor and submit a [Course Substitution form](#) to ensure your audit is correct.

**Transfer Courses.** If you are planning on transferring courses into LeTourneau to complete your degree requirements, it is your responsibility to ensure the course will transfer by completing the [Transfer Credit Approval form](#). Additionally, the course must be taken within the Spring semester. Additionally, the official transcript needs to be received by the Registrar's Office **no later than June 9th.**

***\*\*CLEP exams must be taken no later than May 5<sup>th</sup>, with the official scores being received by June 9<sup>th</sup>.\*\****

**Incomplete Courses.** Many students received Incompletes (**I**) for courses. These courses must be changed to a letter grade by November 1<sup>st</sup>; otherwise, the grade will be given an "F". Any incompletes given for the Spring 2023 semester will need to be changed ***absolutely no later than June 9<sup>th</sup>*** to meet graduation qualifications.

**Graduation Fee.** Per the catalog, the graduation fee is a ***required*** fee for all students ***regardless*** of participatory status. Your application will not be processed until this fee has been paid. The fee is as follows:

- Undergraduate Applicants: $100
- Graduate Applicants: $150
- Reapplicants: $35

**Graduation Ceremony.** Information concerning the May 6<sup>th</sup> graduation ceremony will begin to be sent out in March from Lara Rose. Please note that if you apply for graduation selecting "Not participating" and then decide to participate, the final deadline for that change is March 2<sup>nd</sup>. Any changes after this date will affect whether we can order a cap and gown for you.

**Cap and Gown:** Graduation regalia is picked up the day of graduation beginning two hours before your ceremony! You will be able to keep all regalia!

**Graduation Honors.** Per the catalog:

"Recipients of a bachelor's degree who have a total GPA of 3.40 or higher and have earned a **minimum of 60 credit hours taken in courses at LETU** may qualify for graduation honors for outstanding scholarship and merit. Graduation honors will be determined by considering the total GPA of all course work attempted at the University. **Any courses with grades that have been repeated or replaced** will be included in the calculation of the cumulative GPA.

Three possible distinctions may be awarded:

- **Cum Laude** is awarded to students who achieve a full cumulative GPA of all course work attempted at LETU of between 3.40 and 3.59, inclusive.
- **Magna Cum Laude** is awarded to students who achieve a full cumulative GPA of all course work attempted at LETU of between 3.60 and 3.79, inclusive.
- **Summa Cum Laude** is awarded to students who achieve a full cumulative GPA of all course work attempted at LETU of 3.80 or higher."

Additionally, honors for the ceremony are determined after Module 2 grades are posted. It is possible to walk with one set of honors (or no honors) and finally graduate with different honors based on final Module 3 and full semester grades.

**Contact Information**
If your questions have not been answered ***and*** you have contacted your advisor, please reach out to the following:

For questions concerning degree audits and conferral:
Sam Hootman
[SamHootman@letu.edu](mailto:SamHootman@letu.edu)
Rachel Sturgill
[RachelSturgill@letu.edu](mailto:RachelSturgill@letu.edu)
For questions about regalia or the May 2023 Ceremony:
Lara Rose
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