



**XAVIER UNIVERSITY OF LOUISIANA**  
Office of the Registrar

1 Drexel Drive • Box 96  
New Orleans, Louisiana 70125-1098  
(504) 520-7583 • FAX (504) 520-7922

### **GRADUATION CHECKLIST**

- **Review your degree requirements with your advisor.**
- Submit your degree application to the Office of the Registrar. A **\$112.00** Graduation Fee for students in the College of Arts & Sciences will be automatically charged to your Student Account. College of Pharmacy Graduation Fee is **\$138.00**. (Make sure the application is complete and accurate).
- Any student not participating in commencement must petition the Dean's Office in writing requesting to be "**in absentia**". An additional fee of **\$31.00** must be submitted with this request.
- Students must satisfy all financial obligations to Xavier University (Student Accounts, Library Fines, Parking Tickets, Student Health Services) in order to **participate** in the May, 2018 Commencement Ceremony, receive a diploma and obtain an official academic transcript. The deadline for satisfying financial obligations **in order to participate in the Commencement Ceremony** is April 27, 2018.
- Complete an Exit Interview with Financial Aid.
- Students currently enrolled at another institution must submit an official transcript to the Office of the Registrar, no later than May 1, 2018. **If you enroll in more than 1 required course at another institution, you will not be eligible to participate in commencement if we have not received an official transcript from the institution's Registrar's Office by May 1, 2018.**

If you plan to register for any CLEP exams, you must do so by March 31, 2018.

- Don't forget to visit the XU Book Store for graduation announcements and cap/gown measurements.
- Update your permanent address in the Registrar' Office
- Make sure you are checking your Xavier email account for any correspondences.
- Make sure to check Xavier's website for additional information.
- See reverse side for Commencement Ceremony Participation Policy

**IF YOU HAVE ANY ADDITIONAL QUESTIONS, PLEASE COME TO  
THE OFFICE OF THE REGISTRAR LOCATED AT XAVIER SOUTH SUITE 630.**

## COMMENCEMENT CEREMONY PARTICIPATION POLICY

In order to participate in the Spring 2018 commencement, a student must be enrolled in **ALL** remaining required courses by the last day of add/drop during that semester, have successfully completed all required courses, have at least a 2.0 overall GPA, and have passed the senior or pharmacy comprehensive examination or course as designated by the department. In addition, a student who is enrolled in all required classes in the spring commencement semester, has a 2.0 overall GPA, has passed the senior or pharmacy comprehensive examination, but fails only **ONE** required course during that last semester will be allowed to participate in commencement exercises. Withdrawal from any required courses will prevent the student from participating in the commencement exercises. (Xavier Catalog 2017 -2018)

Specifically:

**I understand** that I must be enrolled in **ALL** remaining required courses by the last day of drop/add for the Spring 2018 semester. If I

1. Fail to enroll in the remaining required courses
2. Withdraw from any of the required courses
3. Fail (or do not achieve the grade required by my major department) in more than 1 of the required courses
4. Do not meet the minimum required cumulative (**2.0**) and or major grade point average (**2.0** or higher as required by the major department)

I will not be eligible to participate in the May 2018 commencement ceremony.

**I understand** that I must pass/achieve a designated score on the senior comprehensive examination. Praxis is the senior comprehensive examination for all Education majors. Scores for national exams (i.e. Praxis and GRE) must be received prior to the last class day of the semester in which the student plans to graduate. **Students are encouraged to take these exams in the semester prior to graduation to allow sufficient time for the Registrar to receive their scores.**

**I understand** that I will not be eligible to participate in the May 2018 commencement if

1. I have not passed my designated senior comprehensive examination  
or
2. My scores from the designated national examination have not been received prior to the last class day of the Spring 2018 semester

**I understand** that Xavier's stated policy on transfer courses governs the degree evaluation process.

1. Approval for transfer of credits to Xavier from some other educational institution must be received **prior** to the student's enrollment at that institution. Otherwise, the credits will not be accepted at Xavier.
2. Students who wish to participate in the Spring commencement ceremony should not enroll in more than 1 required course at another institution (including partner institutions) for the Spring semester. Grades from these schools will not be available in time to confirm commencement participation eligibility. **If you enroll in more than 1 required course at another institution, you will not be eligible to participate in commencement if we have not received an official transcript from the institution's Registrar's Office by May 1, 2018.**
3. Students who anticipate using CLEP scores to satisfy course requirements must be registered for the CLEP examination by **March 31, 2018. Score/s from the examination must be received prior to the last class day of the Spring semester.**

**I understand** that I must satisfy **all** financial obligations to Xavier University (i.e. Student Accounts, Library Fines, Parking Tickets, Student Health Services) in order to participate in the May 2018 Commencement Ceremony. The deadline for satisfying financial obligations is April 27, 2018.

**I understand** that failure to comply with the policies stated above will negate my eligibility to participate in the May 2018 commencement ceremony.

**I have been advised that all of the policies stated above are firm and not subject to petition. I understand that it is my responsibility to keep my parents apprised of my commencement participation status.**