



Office of the  
Vice Chancellor for Academic Affairs  
P. O. Box 9820  
Baton Rouge, Louisiana 70813

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## REQUEST TO THE OFFICE OF ACADEMIC AFFAIRS FOR LATE SUBMISSION OF A GRADUATION APPLICATION

Each College of the University has established deadlines for the submission of graduation applications. Students and advisors are expected to know and to adhere to these deadlines. In the event of an appeal to Academic Affairs to submit an application late, the student must present a letter from his/her department chair justifying and documenting the lateness and recommending the submission. In addition, the student must sign this statement acknowledging that any discrepancies discovered are his/her sole responsibility.

Date: \_\_\_\_\_

I, \_\_\_\_\_ SSN/ID \_\_\_\_\_

hereby request that my application for graduation to the College/School

\_\_\_\_\_ be accepted after the deadline date.

**I fully understand and agree that any discrepancies discovered relative to my application are my sole responsibility and that the University is under no obligation to address such discrepancies during the semester in which they are discovered.**

Signed: \_\_\_\_\_

Letter from the student attached \_\_\_\_\_ Yes \_\_\_\_\_ No

Specific basis for recommendation to the Office of Academic Affairs:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairperson \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

\_\_\_\_\_  
Dean \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

\_\_\_\_\_  
Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_