



## **Addendum J**

### **GRADUATION CHECKLIST FOR BACHELOR'S DEGREE CANDIDATES**

1. Complete all degree requirements as stated in the academic catalog under which you are governed.
2. Clear all financial obligations to the Academy.
3. Apply for graduation in *My Student Portal* and pay the graduation application fee.
4. Complete the Exit Survey. Exit surveys are available in the Canvas Learning Management System within 24-48 hours after the graduation application has been submitted.
5. Complete Financial Aid Exit Interview at [www.studentloans.gov](http://www.studentloans.gov) (For financial aid recipients only).
  - Graduates will receive one complimentary official transcript.
  - Graduates will receive a commemorative brick placed on the Walk of Fame as a graduate of the Academy.
  - Students will receive their diplomas 6-8 weeks upon conferral.
  - Graduates who wish to have their picture taken (in graduation regalia) with the Academy President should contact the Registrar at the Division of Student Services, at [registrar@ussa.edu](mailto:registrar@ussa.edu).

**Don't forget to join the Alumni Association!**

<http://www.facebook.com/groups/8529483235/>.