



Graduation FAQs

Do I need to pay the graduation fee if I am not participating or reapplying?

The graduation fee is nonrefundable and mandatory for all students regardless of whether they participate in the ceremony. The fees are as follows:

First-time applicant-Participating/Nonparticipating: \$100

Graduate Student: \$150

Reapplicant: \$35

Please note that your application will not be processed until this fee is paid.

How can I pay?

Pay online through the Application of Intent to Graduate form. Other payment options and information located on the Intent form.

Do I qualify for honors?

To qualify for graduation honors, undergraduate students enrolled in and graduating with a bachelor's degree must complete at least 60 credit hours at LeTourneau and have a 3.40 total GPA or higher (total GPA also includes all repeated and unused courses and may differ from the cumulative GPA—please see the catalog for more information).

In order to be recognized at the graduation ceremony, these requirements must be met by the end date for the 2nd online module of each semester. Once final grades are submitted, honors will be recalculated for transcript.

Please note the honors you receive for the graduation ceremony may not be the honors posted on your degree and transcript after final grades are received and processed. If your honor does change to a higher status, you are eligible for a medal exchange.

I did not put the correct name for my diploma on the Intent to Graduate form. How can I fix that?

The name you put in the “Diploma Name” slot on your form is very important in that it is the name listed in the program for the graduation ceremony, as well as the name for your diploma. If you happen to make a mistake, please contact your graduation representative as soon as possible for the correction to be made.

No changes for name on diploma will be accepted after November 1st for Fall semester, March 1st for Spring semester, and July 1st for Summer semester. After those dates, diploma reprints can be requested by submitting the Diploma Reprint Request form and the \$35 fee to the Registrar's Office.

Where can I find my degree audit?

You can find your degree audit at my.letu.edu>>Academics>>Degree Info>>Degree Audit-View



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All Details>>Degree Audit Report (highlighted at the bottom of the page). On the audit, you can see your current GPA and hours as well as any remaining courses/hours you may be missing. It is recommended you check this often because that is how we determine your degree is ready to be conferred.

What does it mean to be “conferred”?

Participating in the graduation ceremony does not mean you have graduated with degree conferred. Graduation/degree conferral occurs after grades have been finalized, and all your degree requirements are completed. Your degree will then be conferred and reflected on your transcript, and you are officially graduated. The official conferral date is the day following the graduation ceremony. You will get an email when your degree has been conferred--please note this process typically takes about 10 to 14 days after the ceremony. We appreciate your patience!

What if I am transferring or using other courses to complete my degree requirements?

You can find the Transfer Credit Approval and Course Substitution forms at the link below. It is your responsibility to submit these forms in a timely manner. Please note that if you are planning to transfer in courses, the course must be taken in the same semester as LeTourneau with the same or earlier end date (mini-mesters do not qualify you for Spring/Fall graduation and will automatically roll you over to the next graduation conferral time), and the transcript must be **received** by the Registrar's office, no later than 30 days after degree conferral date. Failure to meet these requirements will delay your graduation for another semester and you will be a reapplicant.

Registrar forms link: www.letu.edu/RegistrarForms

When will I receive my diploma?

Diplomas will be mailed out approximately 3 weeks following graduation. Please contact your graduation representative if you would like to pick up your diploma.