



## **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.  
(Students must apply for graduation within one year of the completion date of their last academic course.)
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).
6. Graduates will receive one complimentary official transcript.
7. Students will receive their diplomas 6-8 weeks after conferral.
8. 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/>.