CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Degree Completion Worksheet • Undergraduate

Name	CIN

If you are unable to remove all **Requirement Not Satisfied** indicators (red squares) from your **Advising Report Planned**, then complete the worksheet below and review with your **Academic Advisor**.

1. Ensure your planned courses are accurately reflected on your **Degree Planner** or **My Planner**.
2. Review your **Advising Report Planned** and list each **Requirement Not Satisfied** (indicated by a red square) on the worksheet below. Attach additional pages if needed.
3. Write an explanation of how you will fulfill or have already completed each of these requirements.
4. Review the completed worksheet with your **Academic Advisor**. Email a copy of this form to **GraduationOffice@calstatela.edu**

Please use this worksheet if you have submitted a Graduation Application/Graduation Term Update Form, and have been asked to update your Degree Planner/My Planner in order to have them processed. There will be no fee required if you are using this worksheet to update unsatisfied requirements after updating your Degree Planner/My Planner.

sample	Requirement Not Satisfied G.E. Diversity Race/Ethnicity	When will you complete (term)? Spring 2017	How will you complete (course)? LAS 1020
	Advisor Notes: May also take AAAS 1001		
1	Requirement Not Satisfied	When will you complete (term)?	How will you complete (course)?
	Advisor Notes:		
2	Requirement Not Satisfied	When will you complete (term)?	How will you complete (course)?
	Advisor Notes:		
3	Requirement Not Satisfied	When will you complete (term)?	How will you complete (course)?
	Advisor Notes:		
4	Requirement Not Satisfied	When will you complete (term)?	How will you complete (course)?
	Advisor Notes:		
5	Requirement Not Satisfied	When will you complete (term)?	How will you complete (course)?
	Advisor Notes:		

I have reviewed the university and major requirements for graduation. I understand it is my responsibility to complete all pending degree requirements and adhere to my advisor's notes and recommendations.	
Student Signature: Send from your **CalStateLA email** account to act as your electronic signature	Date:

I, the advisor, have reviewed the University, GE and Major requirements for graduation with this student.	
Advisor Signature: Attach approvals to your email when sending this completed form to GraduationOffice@calstatela.edu	Date:

If you are completing this subsequent to a Graduation Term Update form, please email the form to (GraduationOffice@calstatela.edu)