CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Registrar's Office

Graduate and Doctorate

Graduation Application

A Graduation Application must be filed by the following deadlines:

Declared Graduation Term:	***Graduate & Doctorate Degrees:***
Spring Semester.....	Preceding November 15
Summer Term.....	Preceding February 15
Fall Semester.....	Preceding June 15

Dear Candidate for Graduation:

For Graduation Application Deadlines please refer to the Instructions Page. Carefully read and follow the instructions attached to this application.

FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX

CIN _____

DEGREE SOUGHT: ☐ MA ☐ MBA ☐ MM ☐ MFA ☐ MPA ☐ MPH ☐ MS ☐ MSW ☐ DOCTORATE

MAJOR: _____ / _____

Primary Major | Secondary Major and Option (if applicable)

OPTION: _____ **OPTION:** _____

Indicate the term and list the proposed year of graduation. You will not be able to register beyond this

Expected Graduation Term:

☐ **Spring** _____ Year ☐ **Summer** _____ Year ☐ **Fall** _____ Year

FUTURE PLANS

What is MOST LIKELY to be your PRINCIPAL activity upon Graduation?

☐ 1. Employment, Full-Time
☐ 2. Employment, Part-Time
☐ 3. Graduate / Professional School, Full-Time
☐ 4. Graduate / Professional School, Part-Time
☐ 5. Additional Undergraduate coursework
☐ 6. Military Service
☐ 7. Volunteer Activity (e.g. Peace Corp)
☐ 8. Starting or raising a family
☐ 9. Unsure at this time
☐ 10. Other, please specify: _____
☐ 11 No Response

Send from your **Cal State LA email** account to act as your electronic signature

STUDENT SIGNATURE	DATE

Attach approvals to your email when sending this completed form to GraduationOffice@calstatela.edu

ADVISOR CONSULTATION SIGNATURE	DATE

For Graduation Office Use Only:

7 Yr: ____ **G3:** ____ **GPA:** _____ **FIRST REVIEW:** _____ **INELEGIBLE:** _____ **POSTED:** _____ **UNITS:** _____ **WPE:** ____

Notes:

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GRADUATION APPLICATION ● GRADUATE & DOCTORATE

The **Graduation Application** is used by the student to notify the university that they are ready to complete their degree program. All coursework for the degree program must be completed prior to the award date (end of graduation term). The student's record may not be altered following the awarding of the degree so it is critical that the **Graduation Application** be accurate at the time of filing.

A **Graduation Application** is filed **once** for a degree program. The student pays a $20 application and $10 diploma fee ($30 total) at the time of filing. Once the **Graduation Application** is filed it may be updated (e.g. change term, major, option, etc.) by using the **Request to Change Graduation Term** form and paying a $25 Graduation Term Update fee. The fee must be paid before the selected term ends.

Graduation Application Filing Deadlines

A Graduation Application must be filed by the following deadlines:

Declared Graduation Term:	***Graduate & Doctorate Degrees:***
Spring Semester	Preceding November 15
Summer Term	Preceding February 15
Fall Semester	Preceding June 15

*A $25 late filing fee is collected in addition to the $20 application and $10 diploma fees ($55 total) when a **Graduation Application** is filed after the corresponding deadline. Late fee must be paid before the selected term ends.*

Graduation Application Steps

1. Review your **Academic Requirements** report in the GET **Student Center** to ensure you have met the following requirements:
   - Only international graduate students who graduate from universities where English is NOT the primary language of instruction must pass the Writing Proficiency UNIV 4000 or UNIV 4010 within their first 12 units. For further information please contact the University Testing Center at (323) 343-3160.
   - On track to complete all graduation requirements by end of declared term
   - Must be matriculated in order for the application to be reviewed
2. Complete the **Graduation Application** available here: http://www.calstatela.edu/registrar/forms
3. Review your application with your academic advisor for approval. Pay the Application and Diploma fee ($30) fees online via Transact (commerce.cashnet.com/csulapay). Attach and email the completed and signed **Graduation Application** with payment receipt to the Graduation Office email (**GraduationOffice@calstatela.edu**) for processing. In Person: Complete application and pay via One-Stop Financial Services (Student Services Bldg. 2nd Fl., Room 2380).
4. Review **Holds** in the GET **Student Center** to ensure you have no outstanding Financial Holds. Your diploma will not be issued until all Financial Holds have been resolved.

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Additional Instructions and Information

Selecting a Graduation Term

- Take care when selecting your graduation term. Make an appointment and meet with an academic advisor if you are unsure as to when you may be eligible to graduate. You will not be eligible to enroll in any terms occurring after your declared graduation date until you file a **Request to Change Graduation Term** form and pay the $25 Graduation Term Update fee. The form and fee must be submitted and paid before the selected term ends.
- It is the student's responsibility to notify the university if they are delaying their graduation. The **Graduation Application** is only reviewed at the end of the term for which it is filed unless a **Request to Change Graduation Term** form and $25 Graduation Term Update fee are submitted. The form and fee must be submitted and paid before the selected term ends.

Transcripts from other institutions

If official transcripts showing final grades are required from other institutions, these must be submitted to the Admissions Office (Student Services Bldg. 1st Fl., Lobby). Be sure to follow up with your academic advisor. Course Substitutions require the approval of the academic department.

Incomplete Grades

An Incomplete that is not removed before the degree is awarded will be charged as an 'F' in the grade point average calculations. Once your degree has been awarded, all coursework leading up to the degree cannot be changed for any reason.

Diploma Name and Diploma Address

- Please ensure the proper presentation of your name for your printed diploma and the commencement bulletin. Submit updates to your name using the **Bio/Demo (Name Change)** form available online to Records Office: http://www.calstatela.edu/registrar/forms
- Clearly indicate special marks (such as accent marks, hyphenations, capitalization, etc.) in the name section of the **Graduation Application**.
- Navigate to **Campus Personal Information** on your GET profile and update your diploma mailing address and preferred email address.

When to expect the diploma

- Grades are assigned by the faculty member and submitted to the Records Office a week after the end of final examination week. You will receive your diploma by mail after official certification that you have successfully completed all degree requirements. Please allow up to 4 weeks for our office to review ALL applicants individually.
- Your diploma will not be issued if you have any outstanding Financial Holds.
- After your degree is awarded, track the progress of your diploma using the following link:
  - https://www.michaelsutter.com/calstatela

Commencement

Formal Commencement Ceremonies occur once a year at the end of the Spring Semester. **Participation in ceremonies is not confirmation of an awarded degree.** Please visit the Cal State LA Commencement homepage for ceremony details:

- http://www.calstatela.edu/commencement

If you do not graduate…

If you do not graduate during the term you declared on your **Graduation Application**, then you must file a **Request to Change Graduation Term** form and pay a $25 fee via Transact and email your form to the Graduation Office email (**graduationoffice@calstatela.edu)**

- Make a graduation advising appointment with your major department(s) or college(s)
- Determine the correct term at the end of which you will complete all graduation requirements
- Complete and sign the **Request to Change Graduation Term** form; available here:
  - http://www.calstatela.edu/registrar/forms
- Pay the $25 late filing fee via Transact (**commerce.cashnet.com/csulapay**) or via One-Stop Financial Services (Student Services Bldg. 2nd Fl., Room 2380).
- Submit the form and proof of payment to the Graduation Office email (**GraduationOffice@calstatela.edu)** before the selected term.

Filing of this form is required before you may:

- Enroll in terms after your missed graduation date
- Be considered for graduation in a different term