Which services will you be paying for today? Check all that apply

- ☐ **Application + Diploma fee $30** (Code 064+ 074)
- ☐ **Certificate Application fee $25** (Code 063)
- ☐ **Late Application fee $25** (Code 919050)

CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Registrar's Office

Undergraduate Graduation Application Form

Dear Candidate for Graduation:
For Graduation Application Deadlines please refer to the Instructions Page. Carefully read and follow the instructions attached to this application.
Before completing the Graduation Application Form, please verify you have met the Graduation Fast-Track Steps:

Graduation Fast-Track

1. Create/Update Degree Planner or My Planner
2. Run your Advising Report Planned and verify there are no Requirements that are not Satisfied (Red Squares)
3. Complete Graduation Application
4. Pay the Graduation Application Fee online via Transact

FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX

CIN

DEGREE SOUGHT: ○ BA ○ BM ○ BS ○ BVE Please review the additional instructions when applying for Dual Majors / Dual Degrees.

MAJOR: /

	Primary Major		Secondary Major and Option (if applicable)
OPTION:		**CERTIFICATE/ MINOR(S):**	

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

○ **Fall** _____ Year ○ **Winter** _____ Year ○ **Spring** _____ Year ○ **Summer** _____ Year

SENIOR 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

Sign below if your Advising Report Planned shows no Requirements that are not Satisfied (Red Squares). Proceed to page 2 if there are unsatisfied requirements.

I have reviewed my Degree Planner and understand that an advisor signature is not required because I will have met all planned requirements by the term I am applying for.

Student Signature: Send from your **Cal State LA email** account to act as your electronic signature	**Date**:

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Degree Completion Worksheet • Undergraduate

Name	CIN

If your Advising Report Planned shows Requirements that are Not Satisfied (Red Squares), 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 that is not satisfied (indicated by a red square) in 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.
5. Submit the completed form to the Graduation Office **email** (**GraduationOffice@calstatela.edu**) .

	Requirement Not Satisfied	When will you complete (term)?	How will you complete (course)?
sample	G.E. Diversity Race/Ethnicity	Spring 2017	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 **Cal State LA 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:

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GRADUATION APPLICATION • UNDERGRADUATE

The **Graduation Application** is used by the student to notify the university that they are ready to complete their degree program. The degree program is the combination of the degree (e.g. Bachelor of Arts, Bachelor of Science, etc.), major(s), certficate(s) and minor(s). 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 $30 application and diploma fee at the time of filing. If the student is pursuing a Certificate, the $25 fee will be collected along with the application fee. Once the **Graduation Application** is filed, it may be updated (e.g. change term, major, minor, etc.) by using the **Graduation Term Update** form and paying the $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:	***Undergraduate Degrees: Bachelor of Arts, Science, Etc***
Fall Semester	Preceding March 1
Winter Intersession	Preceding September 1
Spring Semester	Preceding October 15
Summer Session	Preceding February 1

A $25 late filing fee is collected in addition to the $30 application and diploma fee ($55 total) when a ***Graduation Application is filed after the corresponding deadline. Late fees must be paid before the selected term ends. If you are pursuing a Certificate, you will also be paying for the $25 Certificate fee when you submit the graduation application.***

Graduation Fast-Track

Graduation Application Steps

1 Create/Update Degree Planner or My Planner

Use your Degree Planner or My Planner located in GET via your Student Center page to indicate the remaining courses you plan to complete to meet your degree requirements. Instructions on how to use the Degree Planner can be found at www.calstatela.edu/degreeplanner. Instructions on how to use My Planner can be found at http://www.calstatela.edu/degreeplanner/my-planner

2 Run your Advising Report Planned and verify there are no Requirements that are not Satisfied (Red Squares)

Run your Advising Report Planned to see if your plan will meet all remaining degree requirements. ***Are there any Requirements that are not Satisfied by these courses (indicated by Red Squares)?***

3 Complete Graduation Application

No - *Congratulations! Your plan shows you are on track to complete your remaining degree requirements by the expected graduation term. Complete and sign page 1 of the Graduation Application Form. Notice that you are not required to see an Advisor since you have a plan that meets your degree requirements.*

Yes - *There are a number of situations that will require the assistance of an Academic Advisor to ensure you will meet all graduation requirements. You will need to complete the Degree Completion Worksheet and review it with your Academic Advisor to show how you will meet the degree requirements that are not satisfied by your planned courses. Requirements that are not satisfied are indicated by red squares.*

4 Pay the Graduation Application Fee online via Transact

Attach and send the completed and signed Graduation Application and Degree Completion Worksheet (if needed) to the Graduation Office email (**GraduationOffice@calstatela.edu**) and pay the Application and Diploma fee ($30) online via Transact (**commerce.cashnet.com/csulapay**). If you are pursuing a Certificate, there will be a $25 fee that you will need to pay at the time of submitting your graduation application. A $25 late fee will also be required if you are submitting the application after the filing deadline for that term. Once the application is received by the Graduation Office, allow 2-3 business days for processing.

Be Aware: The Graduation Office will review your plan and if it does not show that you are on track to complete the remaining degree requirements by the expected graduation term, your graduation application will be placed on hold. You will become a candidate for graduation once you submit revisions that indicate how the remaining Requirements that are not satisfied (indicated by red squares) will be completed by the expected graduation term.

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Additional Instructions and Information

Applying for Dual Majors / Dual Degrees

- For **Dual Degrees** (BS & BA, BS & MS, etc.): You must submit 1 **Graduation Application** and 1 **Degree Completion Worksheet** per degree if needed. One-Stop Financial Services will collect the required fees: $30 for the application and $10 for the additional diploma. This type of award receives 2
- diplomas. For **Dual Majors** (BS & BS, BA & BA, etc.): You must submit 1 **Graduation Application** and 2 **Degree Completion Worksheets** if needed (1 per major). One-Stop Financial Services will collect the required fees: $30 application fee. Both majors appear on a single diploma.

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 **Graduation Term Update** form and pay the $25 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 late filing 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 in-person (Student Service Building, First Floor) or **online**. 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.

Minor Completion

The minor filed will be noted on the student's transcript and on the student's diploma if the individual program has been approved by the offering department/division/school and is completed at the same time as or prior to the work for the degree itself. If the minor is not completed by the time the degree is completed it will be removed from the student's record and the degree will be awarded without it. Awarding of the degree(s) will not be delayed to facilitate the completion of a minor. The student does not need to submit a **Request to Change Graduation Term** form to remove an incomplete minor.

Diploma Name and Diploma Address

- Please ensure the proper presentation of your name for your printed diploma and the commencement bulletin. The name on your diploma will appear exactly as your Cal State LA records. Submit updates to your name using the **Bio/Demo (Name Change)** form available **online** to the Records Office.
- 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. If you have any Financial Holds your diploma will not be issued until these holds have been resolved.

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 late filing fee online via **Transact** (**commerce.cashnet.com/csulapay**)

- 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 "Graduation Term Update" fee online via Transact.
- Submit the form and receipt to the Graduation Office email (**GraduationOffice@calstatela.edu**) before the selected term ends

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