

Graduation Procedures-Baccalaureate

Graduation Semester	Request to Graduate filing dates
Fall	Preceding December 1 through March 1
Winter	Preceding December 1 through March 1
Spring	Preceding May 1 through October 15
Summer	Preceding May 1 through October 15

Commencement Ceremony/Diploma Fee: \$45

What must I do before I file to graduate?

1. Declare your intended major. You cannot still be a “pre” major.
2. Attempt the Writing Proficiency Exam (WPE).
You must fulfill the [Graduation Writing Assessment Requirement](#) to graduate.
3. Complete 90 semester units (can include work in progress).
Run your Degree Progress Report often to verify that you are on track!
4. Meet with your advisor. Review your plan to complete all remaining requirements.

What do I need to submit?

1. [Request to Graduate](#) form
2. If you require any course substitutions or waivers and your advisor does not use the Advisor Request System, you must submit an approved Program Planner in a sealed envelope
3. Commencement Ceremony/Diploma fee (\$45)
4. If you are filing after the deadlines listed above, a [Request to Apply for Graduation After the Published Deadline](#) form

Are there any restrictions on filing?

1. No outstanding financial obligations to CSULB
2. Cannot be in a disqualified status

What happens after I submit my “Request to Graduate?”

An audit of your records will be completed, and your records will be updated to reflect any additional transfer course work, substitutions, and waivers. You will then be sent email notification. Missing items will also appear on your To Do list on [MyCSULB](#). It is important that when you receive this notice you run your Degree Progress Report on MyCSULB and review any outstanding requirements. If you do not already have a plan to complete those requirements, you should visit your major advisor or the University Center for Undergraduate Advising to discuss your best course of action. Remember that any documents needed for graduation – such as substitutions, grade changes, petitions, and waivers – should be submitted as soon as possible, but no later than the last day of the term in which you intend to graduate. Official transcripts from all schools attended must be received by July 1 for Spring graduation, October 1 for Summer graduation, Feb 1 for Fall graduation and March 1 for Winter graduation.

What if I missed the deadline to file?

To be considered for an exception, file a [Request to Apply for Graduation After the Published Deadline](#) form plus a \$10 additional fee, along with your *Request to Graduate* form.

When will my degree be awarded?

A final review of your records will be completed after final grades have posted. This process usually takes six to eight weeks to complete, but can take longer if all documents are not submitted prior to the end of the term in which you intend to graduate. "Congratulations" emails are sent weekly, notifying students whose degrees were awarded. Remember to keep your address and a current email address updated on MyCSULB. Please note that once you separate from CSULB you will no longer have access to your CSULB email account; therefore, you should update your 'Preferred' email address so that you will continue receiving important information regarding your graduation.

When is Commencement? Can I participate?

Commencement ceremonies are held annually at the end of the Spring Semester. Attending commencement does not constitute graduation. For additional and up to date information, visit the [Commencement](#) website at www.csulb.edu/projects/commencement/.

What happens if I have not completed all of my requirements by the end of the requested graduation term?

Your requested graduation date will be automatically moved forward to the next regular term during the final review of your records. However, if you know that you will not be completing all of your requirements, you should move your graduation date to a future term so that you can be given registration access. The [Request to Change Graduation Date](#) form and further instructions can be found at www.csulb.edu/depts/enrollment/forms/.

When will I receive my diploma?

You will receive email notification that your diploma is ready for pickup approximately three weeks after you are notified that your degree has been posted. If you requested that your diploma be mailed, it will automatically be mailed to the address indicated on your request. Remember to keep your address and a current email address updated on MyCSULB. Please note that once you separate from CSULB you will no longer have access to your CSULB email account; therefore, you should update your 'Preferred' email address so that you will continue receiving information.

How can my new employer verify my degree?

Degree verification for employment purposes can be obtained through the National Student Clearinghouse (703) 742-4200 or www.degreeverify.com. Your degree will also be reflected on your transcripts. Unofficial transcripts can be viewed and official transcripts can be ordered by using MyCSULB. Please visit MyCSULB or the Enrollment Services website for additional information.

For more information regarding graduation, please visit our website at www.csulb.edu/depts/enrollment/.

REQUEST TO GRADUATE - BACCALAUREATE

Last Name _____	First Name _____	MI _____	Anticipated Graduation Term _____	
Phone Number _____	Email _____		Campus ID Number _____	
Major: _____	Degree: <input type="checkbox"/> BA	<input type="checkbox"/> BS	<input type="checkbox"/> BFA	<input type="checkbox"/> BM
Major: _____	Degree: <input type="checkbox"/> BA	<input type="checkbox"/> BS	<input type="checkbox"/> BFA	<input type="checkbox"/> BM
Major: _____	Degree: <input type="checkbox"/> BA	<input type="checkbox"/> BS	<input type="checkbox"/> BFA	<input type="checkbox"/> BM
Minor(s): _____	Minor(s): _____			
Requesting to graduate with a certificate program? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "No" disregard this section.)				
Certificate Program: _____ <i>If you intend to complete the requirements for a certificate and have it awarded at this time, list the certificate above.</i>				

Your diploma will be printed with your name of record (see MyCSULB). To change your name, a request must be submitted with the appropriate documentation.

Mailing Instructions:

- Yes** Mail (check that your address is current; verify your address on MyCSULB)
- Home Address
 Mailing Address
 Diploma Address
- No** Notify me when the diploma arrives; I will pick it up. (ES will send an email when diploma is available)

In filing this request, I commit that I have an appropriate graduation plan that will enable me to graduate by the term specified.

Student Signature _____ Date _____

Enrollment Services	
WPE Date: _____	Total Units w/WIP: _____
By: _____	Date: _____
Action: _____	