



# GRADUATION INFORMATION SPRING 2010

## Bachelor's Degrees

Anticipated Graduation	Application Filing Period
Summer (September) 2010 Fall (December) 2010 Winter (March) 2011 Spring (June) 2011	January 19 - February 18, 2010 April 7 - May 6, 2010 June 28 - July 29, 2010 October 4 - November 18, 2010

## Graduate Degrees

Anticipated Graduation	Application Filing Period
Spring (June) 2010 Summer (September) 2010 Fall (December) 2010 Winter (March) 2011 Spring (June) 2011	January 11 - 28, 2010 February 15 - March 4, 2010 July 6 - July 22, 2010 October 4 - 21, 2010 January 10 - February 3, 2011

- **Graduation application fee:** \$20 (non-refundable)
- **Diploma fee:** \$10 (one-time fee for each degree) (non-refundable)

### General Information

- Academic degrees are not granted automatically when students complete their requirements. You must apply for graduation.
- **Bachelor** students are eligible to file an application for a graduation (degree) check when they have earned a minimum of 135 quarter units. **Master** students apply based on recommendation from their academic department and College.
- Applicants must apply within the filing periods listed above.
- The date of graduation is posted to the official transcript when all degree requirements are met regardless of the term the graduation application is submitted to the Registrar's Office for processing.
- A graduation application that is received after the deadline will be returned to the applicant's major department or College for submission during the next filing period.

### Graduation Application Procedures

- Complete a Graduation Application. Forms are available in Administration 146 five business days before the first day of the filing period.
- Submit completed forms to the Cashier's Office (Admin 128) with the required \$20 application fee and \$10 diploma fee. A cashier will stamp the graduation application to show payment. *The Cashier's Office will only accept payment for graduation applications during the open filing periods.*
- Take the paid Graduation Application (and Bachelor's Degree Worksheet) to your major department or College. Arrange for an adviser to finalize and confirm the accuracy of your requirements towards graduation. **Bachelor** students must also have the Bachelor's Degree Worksheet completed by an advisor. Some departments prefer to approve the graduation application prior to payment. *Contact your department to determine their preference.*
- Your major department or College will stamp and forward the paid graduation application along with corresponding documents to the Graduation Office for processing.
- The Graduation Office will notify you of the receipt of your graduation application.
- Every effort will be made to mail your graduation check prior to your final quarter.
- If you are enrolled in the quarter you expect to graduate but you do not complete all degree requirements, your graduation application is automatically transferred to the next quarter for processing. If you are still ineligible to graduate at the end of the second quarter, you must file another graduation application with the required \$20 application fee along with any supporting documents.