FALL 2003
GRADUATION INFORMATION

Bachelor’s Degrees

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<th>Anticipated Graduation</th>
<th>Application Filing Period</th>
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<td>Winter (March) 2004</td>
<td>June 30 - July 31, 2003</td>
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<td>Spring (June) 2004</td>
<td>October 6 - November 13, 2003</td>
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<td>Summer (September) 2004</td>
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<td>Fall (December) 2004</td>
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- 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.
- Students are eligible to file an application for a graduation (degree) check when they have earned a minimum of 145 quarter units.
- Applicants apply two quarters before their intended quarter of graduation within 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 Registrars’ Office for processing.
- A graduation application that is received after the deadline will be returned to the applicant’s major department/division which will be required to resubmit the application during the next application filing period.

Graduation Application Procedures for Bachelor’s Degrees

1. Complete a Graduation Application and Bachelor’s Degree Worksheet. Forms are available in Admin. 146 five days before the first day of the application filing period.
2. Submit these completed forms to the Cashiers’ Office (Admin 128) with the required $20 application fee and $10 diploma fee (for students who desire a diploma). A cashier will stamp the Graduation Application to indicate that you have paid the required fee. The Cashiers’ Office will accept payment only during the application filing dates listed above.
3. Take the paid Graduation Application and Bachelor’s Degree Worksheet to your major department/division office. Arrange to have the worksheet reviewed with, and approved by, your major department adviser who also will finalize your Major Program. Some departments prefer to approve the graduation application prior to payment. Contact your department to determine the preferred procedure.
4. Your major department/division will forward the paid Graduation Application, and other required documentation to the Graduation Office, for processing.
5. The Graduation Office will notify you of the receipt of your Graduation Application and supporting documents. All incomplete applications will be returned to the appropriate major department/division office for completion and submission during the next filing period.
6. Students will receive the results of their graduation check in the mail no later than the beginning of their anticipated final quarter. Direct any questions about the graduation check procedure or results to your major department or division.
7. If you are enrolled in the quarter you expect to graduate but you do not complete all degree requirements, your graduation application “automatically” will be 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, and all required supporting documentation.