

Graduation Information

Applications

It is important to submit graduation applications within the filing periods indicated in the schedule of classes. There is a considerable amount of handling that goes along with each graduation application. Late request submissions double the handling time by staff. Also, late applications may prevent the student's name from being pulled for commencement and other activities. *As a rule, the graduation office does not accept late applications.* Lastly, prior to submitting a graduation application, make sure the student has been accepted into your program and that the student matriculation is correct by checking the **Student Program/Plan** component. If the student has no matriculation for the Major being pursued, the graduation application will be returned.

Bachelor's Degree Worksheet

Make sure to prepare a Bachelor Degree Worksheet for every Bachelor graduation application. The revised form requires that you fill in a MAJOR CATALOG DATE. The graduation office will use that date as a catalog reference to evaluate the student's major requirements.

Course Substitutions and Electives

If a an adviser does not know how to process course substitution(s) or elective(s) electronically, they may submit the course substitution/elective form available in the major department. Once received, the graduation office will enter the substitution/elective into the proper component so that it is reflected in the **CAAR**. All substitutions/electives and other correspondence must reach the graduation office before the end of the quarter of the student's anticipated graduation, otherwise the student may be ineligible for graduation. Paperwork received by graduation subsequent to a final audit causes delays in graduation processing.

(2 for 1) or (1 for 2) (many for many) Course Substitutions

Submit a course substitution/elective form. Once received, the graduation office will enter the substitution/elective into the proper component so that it is reflected in the **CAAR**

Forms

The following forms are available for download (.PDF) from the **University Graduation Office** website - http://www.calstatela.edu/academic/registrar/grad_off.htm

- Bachelor's Degree Work Sheet (*available at Enrollment Services, ADMIN 146*)
- Graduation Application (*available at Enrollment Services, ADMIN 146*)
- Diploma Request Form (*for re-orders only*)

More Graduation Information is located online:

http://www.calstatela.edu/academic/registrar/grad_off.htm