



## GRADUATION APPLICATION • GRADUATE & DOCTORATE

The **Graduation Application** is used by the student to notify the university that they are ready to complete their degree program. 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 \$20 application and \$10 diploma fee (\$30 total) at the time of filing. Once the **Graduation Application** is filed it may be updated (e.g. change term, major, option, etc.) by using the **Request to Change Graduation Term** form and paying a \$25 late filing fee. The fee must be paid before the selected term ends.

### Graduation Application Filing Deadlines

<b><i>A Graduation Application must be filed with the Cashier's Office by the following deadlines:</i></b>	
<b><u>Declared Graduation Term:</u></b>	<b><u>Graduate &amp; Doctorate Degrees:</u></b>
Spring Semester.....	Preceding November 15
Summer Term.....	Preceding February 15
Fall Semester.....	Preceding June 15
Winter Intersession.....	Preceding September 15

*A \$25 late filing fee is collected in addition to the \$20 application and \$10 diploma fees (\$55 total) when a **Graduation Application** is filed after the corresponding deadline. Late fee must be paid before the selected term ends.*

### Graduation Application Steps

1. Review your **Academic Requirements** report in the GET **Student Center** to ensure you have met the following requirements:
  - Only international graduate students who graduate from universities where English is NOT the primary language of instruction must pass the Writing Proficiency UNIV 4000 or UNIV 4010 within their first 12 units. For further information please contact the University Testing Center at (323) 343-3160.
  - On track to complete all graduation requirements by end of declared term
  - Must be matriculated in order for the application to be reviewed
2. Complete the **Graduation Application** available here: <http://www.calstatela.edu/graduation>
3. Using your **Academic Requirements** report, list all incomplete graduation requirements on the **Degree Completion Worksheet** attached to the **Graduation Application**. This should include all courses you still need to complete as well as any course substitutions or other exceptions that need department approval.
4. Take the completed and signed **Graduation Application** and **optional Degree Completion Worksheet** to the Cashier's Office (ADM 128) and pay the Application (\$20) and Diploma (\$10) fees. The Cashier's Office will forward the form to the Graduation Office for processing.





## Additional Instructions and Information

### 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 **Request to Change Graduation Term** form and pay the \$25 late filing 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 (SA 101). 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.

### Diploma Name and Diploma Address

- Please ensure the proper presentation of your name for your printed diploma and the commencement bulletin. Submit updates to your name using the **Bio/Demo (Name Change)** form available in SA 101.
- Clearly indicate special marks (such as accent marks, hyphenations, capitalization, etc.) in the name section of the **Graduation Application**.
- 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.
- After your degree is awarded, track the progress of your diploma using the following link:
  - <https://www.michaelsutter.com/calstatela>

### 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 at the Cashier's Office (ADM 128).

- 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/graduation>
- Pay the \$25 late filing fee to the Cashier's Office (Cashier's Office will forward the form to the Graduation Office for processing)
- The form and fee must be submitted and paid before the selected term end

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





## Optional Degree Completion Worksheet • Graduate

Name	
CIN	
Degree & Option	
Catalog Year	

Instructions (completion of this worksheet is optional for graduate students:

1. **Login to GETLA** and select the “**Academic Requirements**” report from the **Student Center** menu.
2. **Requirement Not Satisfied** (red box on report): write the title of every unsatisfied requirement on this form.
3. **How will you meet the requirement?** Write an explanation of how you will fulfill or have already completed each unsatisfied requirement.
4. **After completing this worksheet,** you may review it with your academic advisor.

sample	Requirement Not Satisfied Capstone	When will you complete (term)? Spring 2017	How will you complete (course)? BUS 5028
	Advisor Notes: Must complete BUS 5023 first		
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:		

Degree Completion Worksheet • Graduate

6	Requirement Not Satisfied	When will you complete (term)?	How will you complete (course)?
	Advisor Notes:		
7	Requirement Not Satisfied	When will you complete (term)?	How will you complete (course)?
	Advisor Notes:		
8	Requirement Not Satisfied	When will you complete (term)?	How will you complete (course)?
	Advisor Notes:		
9	Requirement Not Satisfied	When will you complete (term)?	How will you complete (course)?
	Advisor Notes:		
10	Requirement Not Satisfied	When will you complete (term)?	How will you complete (course)?
	Advisor Notes:		
11	Requirement Not Satisfied	When will you complete (term)?	How will you complete (course)?
	Advisor Notes:		
12	Requirement Not Satisfied	When will you complete (term)?	How will you complete (course)?
	Advisor Notes:		
13	Requirement Not Satisfied	When will you complete (term)?	How will you complete (course)?
	Advisor Notes:		
14	Requirement Not Satisfied	When will you complete (term)?	How will you complete (course)?
	Advisor Notes:		

