

APPLICATION FOR GRADUATION INSTRUCTIONS

1. Applicants for graduation are required to carefully complete the reverse side of this form, pay the **\$35 graduation fee** (\$20 graduation fee, \$15 diploma fee) and obtain validation on this form at the Cashier's window **before** submitting it to Enrollment Services, Room MSR-120.

Bachelor's Degree Applicants:

A candidate for a bachelor's degree should submit an Application for Graduation to Enrollment Services, Room MSR-120, when two semesters remain to complete requirements for the degree and when 90 units have been completed so that a graduation evaluation of credit can be provided prior to registration for the student's final term.

Master's Degree Applicants:

A candidate for a master's degree should submit an Application for Graduation to Enrollment Services, Room MSR-120, in the first two weeks of a term or, the first week of a summer session in which the work is to be completed.

A student who applies for graduation, but does not meet all degree requirements for the term requested, will be required to reapply for graduation for the term in which all requirements will be satisfied and pay a reapplication fee of \$10. If already registered as a graduate for any future term after the term in which the student has applied for graduation, the student must drop courses and reapply to graduation to another term.

2. Enrollment Services cannot guarantee complete graduation processing for students who file an Application for Graduation after the deadline date to apply for graduation, as listed in the Academic Calendar of the University Catalog and Schedule of Classes.
3. **Also, once a graduation evaluation is completed, a student who requests a change from the major, minor, or concentration will be required to reapply for graduation and pay a \$10 reapplication fee.**
4. Graduation evaluations can be performed only for the degree major indicated at the time of admission, or on the most recent official Declaration of Degree Objective form, on file in Enrollment Services. Forms for officially changing a major are available in the forms rack located near the Enrollment Services entrance doors.

NOTE: Students seeking credentials should consult the Credentials Office secretary for information about applying for a credential.