

Application for Graduation Instructions

Extended Education

1. Applicants for graduation are required to carefully complete the Graduation Application form and pay the \$60 graduation application fee (\$45 graduation fee, \$15 diploma fee) before submitting the form to the office of Extended Education, MSR 180.

Ways to submit payment:

A. **Check**

- Mail completed form with **check** attached to:
Stanislaus State
ATTN: Extended Education
1 University Circle, MSR 180
Turlock, CA 95382

B. **Credit Card**

- Scan and email completed form to UEE@csustan.edu. Call Extended Education at (209) 667-3111 within 24 hours of submission to pay with **credit card**. We accept VISA, Mastercard, and/or Discover card.
- ❖ NO cash will be accepted by the Extended Education office.
- ❖ Forms will not be processed without payment.

Bachelor's Degree Applicants:

A candidate for a bachelor's degree should submit an Application for Graduation to Extended Education, MSR 240, 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 Extended Education, MSR 240, 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 degree 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 for graduation to another term.

2. Extended Education 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, MSR 120, or online <https://www.csustan.edu/enrollment-services/forms>.