



## CALIFORNIA STATE UNIVERSITY, LONG BEACH

### CALIFORNIA STATE UNIVERSITY, LONG BEACH GRADUATION PROCEDURES – MASTERS/CERTIFICATES

Potential candidates for graduation seeking a degree/certificate at CSULB **MUST** observe the following:

#### 1. MEET ALL CRITERIA REQUIRED TO FILE A REQUEST TO GRADUATE

- a. The Writing Proficiency Exam (WPE) **MUST** be taken by every student and the results posted in the computer. (Passing is required to be advanced to candidacy, but to file your request you need to have only taken the exam).
- b. Must not be in disqualified status.
- c. Must have no outstanding financial obligations to CSULB.
- d. Must have an approved major on file. "Pre" major codes cannot file.
- e. Master's students must already have approved Advancement to Candidacy on file or in the process of being advanced to candidacy.
- f. Certificate students must check with the Program Director to see whether a check sheet is required.

#### 2. FILE A REQUEST TO GRADUATE FORM

- a. Forms available at Student Relations (BH 101).  
NOTE: Filing does not guarantee permission to become a degree candidate.

#### 3. FILE ON TIME

- a. Students seeking to graduate in Spring or Summer must file between the preceding May 1<sup>st</sup> and October 1<sup>st</sup>.
- b. Students seeking to graduate in Fall must file between the preceding December 1<sup>st</sup> and March 1<sup>st</sup>.
- c. Requests to Graduate may not be filed after the deadline. In the presence of documented and compelling need, special petitions after the deadline **MAY** be allowed.  
NOTE: Petitioning does not guarantee permission to become a degree candidate.

#### 4. FEES

Commencement Ceremony/Diploma -	<b>\$37.00</b>
Program Certificate (Optional – for students seeking a certificate) -	<b>\$10.00</b>

#### 5. APPROVALS – FACULTY APPROVAL IS REQUIRED FOR POTENTIAL DEGREE CANDIDATES

- a. Major(s) – Department approval for each.
- b. Master's – Your candidacy **MUST** be approved by your major department.
- c. Your department will notify the Evaluation Unit in the Enrollment Services office if you have been denied candidacy. If denied, the candidate is responsible for clearing that denial with the department and for ensuring that the department notifies the Evaluation Unit prior to the deadline to clear all requirements.

#### 6. ELIGIBILITY DETERMINATION

- a. The "Degree Audit" process is undertaken by staff to verify your eligibility to graduate and to determine remaining requirements. It is **NOT** an advising tool. Your Advancement to Candidacy is the basis for your degree audit by the evaluator in the Evaluation Unit. Should you amend your program, you must do so through your department and the approved amendment must be on file in the Enrollment Services office. Every effort is made to complete your degree audit prior to the deadline to add/drop courses in the semester of graduation. However, delays do occur and no guarantee can be offered.
- b. The "Degree Clearing" process is the final review of your record by staff after all requirements have been completed since the degree audit was done. All documents such as substitutions, grade changes, incompletes, petitions, and waivers must be on file the last day of the term of intended graduation. Official transcripts must be on file by July 1<sup>st</sup> for Spring graduation, by October 1<sup>st</sup> for Summer graduation, and by February 1<sup>st</sup> for Fall graduation.

**Your graduation date will be cancelled and you will not receive final review if by the last day of the term:**

1. The WPE has not been passed.
2. Faculty have denied your candidacy.
3. You are not in good standing.
4. Master's candidates only – Must have library clearance on thesis; clearance on comprehensive exam; change of grade on thesis.
5. Incomplete, RD, and SP grades are unresolved.

**7. FAILURE TO GRADUATE**

- a. Students who do not file a Request to Graduate form, who do not meet all degree requirements, or who do not have all necessary documents on file in Enrollment Services by the deadline cannot be graduated. The expected graduation date will be “**CANCELLED**” until the student declares graduation for a future term. That declaration must occur within the published deadlines for the new term and a re-filing fee will be charged. (“Request to Change Graduation Date” forms are available at the Student Relations windows, BH 101).

**8. DEGREE “HOLDS”**

Students may not register for the semester following their intended graduation unless:

- a. They “cancel” their declared graduation date.
- b. They change their intended degree date (for which a fee is charged).

If continuously enrolled, Grad students may continue to enroll if an approved change of major form is submitted to the Office of Enrollment Services.

**9. NOTIFICATION**

- a. “Degree Clearing” begins 3 weeks after the end of the term and takes up to 3 months to complete.
- b. “Cancelled Graduation” letters are sent with 3 months.
- c. “Congratulations” mailers are sent within 3 months.
- d. “Diploma has arrived” postcards are sent within 6 months.
- e. The student is responsible for notifying Enrollment Services diploma staff of any name or address change, especially if it affects the diploma.

**10. DEGREES AND TRANSCRIPTS**

- a. Degrees and honors are posted to your transcript when degree clearing is complete.
- b. Transcripts are considered official and are verification of your degree. They are available at a pre-paid fee of \$4.00 per copy (less for multiple copies ordered simultaneously). Requests must be sent in writing to the CSULB Records Office.

**11. COMMENCEMENT**

One commencement ceremony is held per year at the end of the Spring semester. **Students may participate if they still have a few requirements outstanding.** However, your official graduation will depend on when you have actually fulfilled **ALL** requirements and have officially been cleared. **ATTENDING THE CEREMONY DOES NOT CONSTITUTE GRADUATION.** Information about the ceremony is available through your major department. Cap and gown rental or purchase is through the University Bookstore, usually beginning May 1<sup>st</sup>.