



California State University, Long Beach
Office of Enrollment Services
Request to Graduate
Masters Degree/Certificate

Clearly print your name. Your diploma will be printed with your name of record (name used in attendance during your enrollment at CSULB). To change your name, an official request must be submitted with the appropriate documentation.

| | | |
|------|-------|--------|
| LAST | FIRST | MIDDLE |
|------|-------|--------|

Address (number, street, Apt. #) _____

Anticipated Degree Date _____

City _____ State _____ Zip Code _____

Campus ID # _____

Other Names used on your records: _____

Telephone Number _____

Degree Sought:

MA MS Other: _____ Certificate Title: _____

Major: _____

Option: _____

Name of Baccalaureate granting institution: _____

Baccalaureate Degree: _____

Date Awarded: _____

FOR OFFICE USE ONLY

Do not write in this space.

Major Code

Certificate Code

Date WPE Taken: _____

Total Units Completed to Date: _____

Date Received: _____

Received by: _____

Date Processed: _____

Processed By: _____

Fees Paid:

UNIVERSITY REQUIREMENTS

1. You must be enrolled the semester or summer session in which you are advanced. Enrollment in Extended Education courses, including Graduate Studies 700, does not fulfill this requirement.
2. You must be enrolled and advanced to candidacy at least one semester prior to graduation.
3. Once you are advanced to candidacy, you must maintain continuous enrollment by enrolling in at least one session during any 12-month period. Failure to follow this rule will constitute withdrawal from the Master's program.
4. You must be enrolled in the semester or summer session in which you graduate. Students eligible to enroll in GS 700 through Extended Education are required to have an authorization slip from their department before enrolling in the course.
5. A graduation check is done based on the program that is approved by the department and school. Should you wish to amend your program, you must file a change of program form with your graduate advisor.

Student Signature: _____

Date: _____

DO NOT WRITE ON THIS SIDE

Masters Degree/Certificate Check

INCLUDES WORK THROUGH _____ including _____ units by transfer.
(Does not include work in progress.)

Date Writing Proficiency exam was passed: _____ Date of Advancement to Candidacy: _____

According to our records, you are currently enrolled in the following courses for the _____ term:

THE FOLLOWING REQUIREMENTS REMAIN FOR THE DEGREE

- Library clearance from thesis reviewer
 - Clearance on oral defense of thesis
 - Clearance on Comprehensive Examination
 - Clearance on Project
 - Clearance on the foreign language requirements
 - Clearance on 699
 - Did not maintain continuous enrollment.
Department must initiate reinstatement.
 - Was not enrolled when advanced to candidacy*
 - Was not advanced one semester prior to graduation*
- (*Please see your major advisor regarding this matter.)

Grade Point Deficiencies

Major: _____ Overall: _____

Summary of Required Units

| Required | **Transfer | CSULB | Completed | Enrolled | Required to Complete |
|----------|------------|-------|-----------|----------|----------------------|
| Major | | | | | |
| 500/600 | | | | | |

**Transfer work may not be used towards the minimum units required for the 500/600 series.

Courses to be Completed:

| Transfer Work | | Sem. | Qtr. |
|-------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|--------------------------|
| School: | A: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| | B: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Courses: | _____ | | |
| | _____ | | |
| <input type="checkbox"/> Official Transcript Not on File | | | |
| Transfer work includes other universities, continuing education, and extension work, including CSULB Extension courses. | | | |

Courses Over Seven Years

CSULB: _____

Transfer Courses: _____

School: _____

Dates of First Units Used on Masters Program:

Transfer: _____ CSULB: _____

All requirements of the degree program must be completed within seven years of the date the student program was initiated, i.e. the date (semester) when the first course appearing on the student program was completed.

Prepared by: _____ Date: _____ Revised Dates: _____

Degree Cleared: _____