

## GRADUATION PROCEDURES – MASTERS / CERTIFICATE

Graduation Semester	Request to Graduate Filing Dates
Fall	Preceding December 1 through March 1
Winter	Preceding December 1 through March 1
Spring	Preceding May 1 through October 15
Summer	Preceding May 1 through October 15

**Commencement Ceremony/Diploma Fee: \$45**

**Program Certificate Fee: \$10**

### Requirements for filing a request to graduate:

1. The Graduate Writing Assessment Requirement (GWAR) **MUST** be fulfilled by every student and the results posted in the system. (Passing is required to be advanced to candidacy, but to file your request you need to have only taken the exam).
2. Must be in good academic standing.
3. Must have no outstanding financial obligations to CSULB.
4. Master's students must already have an approved Advancement to Candidacy on file or be in the process of being advanced to candidacy.
5. Certificate students must check with the Program Director to see whether a check sheet is required.

### Eligibility Determination:

1. The *Degree Audit* process is undertaken by an evaluator to verify your eligibility to graduate and determine remaining requirements. It is **NOT** an advising tool. Your Advancement to Candidacy is the basis for your Degree Audit by the evaluator. 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.
2. The *Degree Clearing* process is the final review of your record by the evaluator after all remaining requirements have been completed. 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 for Spring graduation, October 1 for Summer graduation, and February 1 for Fall graduation.

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

- A. The WPE has not been passed.
  - B. Faculty have denied your candidacy.
  - C. You are not in good standing.
  - D. Master's candidates only – Must have library clearance on thesis; clearance on comprehensive exam; change of grade on thesis.
  - E. Incomplete, RD, and RP grades are unresolved.
3. "Degree Clearing" begins three weeks after the end of the term and takes up to three months to complete. Degrees are posted to your transcript when degree clearing is complete.

### Failure to Graduate:

Students who do not file a Request to Graduate form, who do not meet all 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 if the deadline is missed; see [Request to Change Graduation Date](#) form.

### Commencement:

One commencement ceremony is held per year at the end of the Spring semester. Students may participate if they still have outstanding requirements to fulfill. 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 department. Cap and gown rental or purchase is arranged through the University Bookstore, usually beginning May 1.



Please visit the URL below before submitting the Request to Graduate Form  
[http://www.csulb.edu/depts/enrollment/graduation/masters\\_degree.html](http://www.csulb.edu/depts/enrollment/graduation/masters_degree.html)

Enrollment Services

REQUEST TO GRADUATE – MASTERS DEGREE / CERTIFICATE

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Anticipated Degree Date \_\_\_\_\_ Campus ID \_\_\_\_\_

Other name used on your records \_\_\_\_\_

Degree Sought

Form with fields for MA, MS, Other, Certificate Title, Major, Option, Name of Bacallaureate Granting Institution, Bacallaureate Degree, and Date Awarded.

Note: Your diploma will be printed with your name of record (see MyCSULB). To change your name, an official request must be submitted with the appropriate documentation

Mailing Instructions

Would you like your diploma mailed to you?

- Yes Please mail it to me at the following address indicated below. Remember, it is your responsibility that the address type you check is current and updated. You can verify the address and update as necessary on MyCSULB. Home Address Mailing Address Diploma Address

- No Please notify me when it arrives, I will pick it up. (ES will send an e-mail when diploma available).

University Requirements

- You must be enrolled the semester or session in which you are advanced.
You must be enrolled and advanced to candidacy at least one semester prior to graduation.
Once you are advanced to candidacy, you must maintain continuous enrollment. Failure to meet this requirement will constitute withdrawal from the program.
You must be enrolled in the semester or summer session in which you graduate.
The Degree Audit process is based on the advancement program approved by the department/college.

I have read and understand the Graduation Procedures and the University requirements.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ENROLLMENT SERVICES USE ONLY – DO NOT WRITE IN THIS SPACE

Table with 3 columns and 5 rows for tracking enrollment services, including fields for Date WPE Taken, Major Code, Certificate Code, Total Units Completed to Date, Date Received, Date Processed, Processed By, and Received By.