



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 be in good academic standing.
- 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 1st and October 15th.
- b. Students seeking to graduate in Fall or Winter must file between the preceding December 1st and March 1st.
- 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 - **\$45.00** (starting July 1, 2009)
Program Certificate (Optional – for students seeking a certificate) - **\$10.00**

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 1st for Spring graduation, by October 1st for Summer graduation, and by February 1st 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 if the deadline is missed. (“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 1st.



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

Please print clearly. 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 to Enrollment Services 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: _____ Co

| | |
|--|-------|
| FOR OFFICE USE ONLY <i>Do not write in this space.</i> | |
| <u>Major Code</u> _____ - _____ | |
| <u>Certificate Code</u> _____ - _____ | |
| 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. Failure to meet this requirement 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 | Enroll ed | Required to Complete |
|---------------------|-------|-----------|-----------|----------------------|
| Major | | | | |
| 500/600 | | | | |

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

Transfer Work

Sem. Qtr.

School: A: _____

B: _____

Courses: _____

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.

Courses to be Completed:

Prepared by: _____ Date: _____ Revised Dates: _____

Degree Cleared: _____