



California State University, Long Beach
Office of Enrollment Services
BH101 (562) 985-5471

**Request to Apply for Graduation
After the Published Deadline**

Complete and submit with a completed **Request to Graduate** packet to Enrollment Services. You must pay the Commencement/Diploma and missed deadline fees at the time of submission.

Last Name: _____

First Name: _____

Campus ID #: _____

Anticipated graduation term: _____

Phone #: _____

Note: It is important that you keep your mailing address, phone number, and e-mail current so that we can contact you. You can update all three items on MyCSULB. All communication regarding your graduation application will be through email.

Reason for filing late:

I agree to the following stipulations:

1. I'm aware that I am filing a Request to Graduate after the filing deadline. As a consequence, I understand my graduation processing will occur **after** all students who have filed in a timely manner.
2. To be eligible to graduate in my requested term, I understand:
 - It is my responsibility to ensure my student record in Enrollment Services is complete by the graduation date I am requesting by submitting any necessary documentation such as official program planner(s) or program planner waiver form(s); department memos; official transcripts and/or GE certification; grade changes, Make-up of Incomplete grades, etc. If I am a graduate student, I need to have been advanced to candidacy.
 - I have the minimum number of units to qualify for the graduation date I am requesting. If my total number of units does not meet the required minimum, my request will automatically be forwarded to the next graduation term available.
3. When my petition is reviewed, I understand the following:
 - **If my petition is granted:** My graduation date will be accepted for the term I requested. As the review of my student record may not occur until the term is over, my Request to Graduate will go directly into the degree clearing process and I may or may not receive an "Audit Complete" email. I'll be notified by email once the degree is posted.
 - **If my petition is denied:** I will be notified in writing of the decision. My graduation date will automatically be moved forward to the next available graduation term. Undergraduate students will also receive an "Audit Complete" email.

I have read and understand the stipulations above.

Student Signature: _____ Date: _____

Enrollment Services Action:

By:

Reason: