

### TIMELY GRADUATION APPEAL GUIDELINES

In compliance with [CSULB's Timely Graduation for Undergraduate Students Policy](#), students who have earned 100% or more of the units required for their undergraduate degree and now must delay graduation due to extenuating circumstances or are requesting to change a degree objective must submit an appeal. The appropriate [Request to Graduate](#) or [Request to Change Graduation Date form](#) should be attached when applicable.

<b>NAME</b> (Last, First, MI) _____	<b>STUDENT ID NUMBER</b> _____
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**Procedures:**

1. Meet with your major academic advisor to review CSULB's Timely Graduation Policy and develop a graduation plan.
2. Attach a detailed personal statement explaining why additional time is needed to fulfill your graduation requirements, and/or why you are requesting to change your degree objectives at this time.
3. Attach a detailed graduation plan demonstrating how each outstanding requirement will be satisfied, e.g. transfer coursework, course substitutions, or continued CSULB enrollment.
4. Attach all supporting documentation demonstrating extenuating circumstances beyond your control, e.g. an unforeseen medical condition, or a significant change in your status, e.g. taking an educational leave.
5. Obtain your academic advisor's signature below supporting your appeal.
6. Submit all materials to Enrollment Services. Include the Request to Graduate or Request to Change Graduation Date form, when applicable.

*I have reviewed and understand CSULB's Timely Graduation Policy and am committed to completing all degree requirements by my requested graduation term.*

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Major Department**

**I have reviewed the student's Timely Graduation Appeal and I support this request.**

I have attached additional information  YES  NO

**Major Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Enrollment Services**

Appeal Committee Decision Date:  **Approved**  **Denied**

Comments: