

# Bachelor's Degree Worksheet

California State University, Long Beach  
Academic Advising Center  
*Division of Academic Affairs*

This checklist is a tool for undergraduate students to track their progress toward graduation. In order to graduate, you must fulfill all Major, General Education (GE), and University-wide requirements, including:

- 1. Pass the [University 100](#) course if you are an entering freshman.
- 2. Complete the [General Education](#) pattern of courses. Students who began continuous enrollment prior to Fall 2008 at a California Community College or other California State University can follow the GE pattern in effect at that time or may elect the 2008 pattern. Students with questions related to the appropriate GE pattern should contact the Academic Advising Center at (562) 985-4837.
- 3. Complete [U.S. History/U.S. Constitution](#) and California State and Local government.
- 4. Complete the requirements of your major. See a [departmental advisor](#) in your major.
- 5. Choose and complete [electives](#) to accumulate the minimum number of units required for your degree (120-140, depending on your major). See the Academic Advising Center if you have questions about electives.
- 6. **Complete at least 40 units of upper division coursework (300-499)**, of your 120-140 total units.
- 7. Finish at least **30** of your 120-140 units in residence at CSULB. At least **24** of the **30** units must be upper division, and at least **12** units must be in your major. **Count no more than [70 transferable units](#) from a community college toward a baccalaureate degree.**
- 8. Satisfy the [Graduation Writing Assessment Requirement](#) (GWAR). You must attempt the [Writing Proficiency Exam \(WPE\)](#) by the end of the semester in which you earn 65 units. If you do not pass the WPE on your first attempt, you can retake the WPE or enroll in a GWAR course and submit a portfolio for assessment. See the GWAR website at <http://www.csulb.edu/divisions/aa/gwar/> for more information.
- 9. File [Request to Graduate](#) at Enrollment Services, BH-101. Apply after completing 90 units and one year before graduation.
- 10. Finish with at least a 2.0 (C) average in all four grade point averages:
  - 1) Overall cumulative
  - 2) CSULB cumulative
  - 3) All courses in the major
  - 4) All upper-division courses in the major completed at CSULB.
- 11. Count no more than **8** activity units in one department; no more than **4** from Sports, Recreation and Leadership; no more than **20** activity units total; and no more than **24** units in extension credit (excluding special sessions).
- 12. Count no more than **24** total units Credit/No Credit (CR/NC). No more than **12** units may be upper division and no more than **8** units of CR/NC may be taken each semester.
- 13. Complete upper division major courses within a **10** year period or have them revalidated by the major department.

Please seek advice at the [Academic Advising Center](#) or your university advising program, and in the department of your major. For more information, see the online [CSULB Catalog](#) and [Schedule of Classes](#).