

REQUEST TO CHANGE GRADUATION TERM

NAME (Last, First, MI) _____	CAMPUS ID _____
Check one: <input type="checkbox"/> Undergraduate* <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Graduate Last Term Attended _____	
<i>* I understand that I will also be required to submit a Degree Planner or Timely Graduation Appeal with this request, depending on my circumstances.</i>	

Current Graduation Term/Year _____ **Requested Graduation Term/Year** _____

Reason for Request

I am requesting to change my graduation date to the term specified above.

STUDENT SIGNATURE _____ **DATE** _____

Graduation Term	Deadline	Application Window
Fall	Preceding March 1	November 1 - March 1
Winter	Preceding March 1	November 1 - March 1
Spring	Preceding October 15	March 15 - October 15
Summer	Preceding October 15	March 15 - October 15

If you are submitting this request after the filling deadline noted above, you must include a \$10 late fee

Office of Enrollment Services—Internal Use Only	
ES Staff: _____	Date: _____
Timely Graduation Status (Undergraduates): <input type="checkbox"/> N/A <input type="checkbox"/> Senior <input type="checkbox"/> Senior Plus <input type="checkbox"/> Super Senior	
<input type="checkbox"/> Late Processing Fee? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> No Fee Required	Stamp/Date Received
Educational Leave: proper corresponding paperwork? <input type="checkbox"/> YES <input type="checkbox"/> NO	

TIMELY GRADUATION APPEAL GUIDELINES

In compliance with [CSULB's Timely Graduation for Undergraduate Students Policy](#), students who must delay graduation and/or are requesting a change in academic objectives after establishing a graduation term must submit an appeal as well as the appropriate *Application for Graduation-Special Considerations Only* or *Request to Change Graduation Term* form.

NAME (Last, First, MI) _____ **CAMPUS ID** _____

Procedures:

1. Meet with your academic advisor to review CSULB's Timely Graduation Policy and develop a graduation plan.
2. Attach a personal statement explaining why additional time is needed to fulfill your graduation requirements.
3. Attach your Degree Planner demonstrating how each outstanding requirement will be satisfied, e.g. transfer course work, 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 including the Application for Graduation-Special Considerations Only or Request to Change Graduation Term form to Enrollment Services.

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

STUDENT SIGNATURE _____ **DATE** _____

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

I have attached additional information YES NO

ADVISOR SIGNATURE _____ **DATE** _____

Advisor Print Name _____

Office of Enrollment Services—Internal Use Only

Appeal Committee Decision Date: Approved Denied

Comments: