

TIMELY GRADUATION APPEAL GUIDELINES

Undergraduate Students Only

In compliance with [CSULB's Timely Graduation Policy for Undergraduates](#), students who must delay graduation and/or are requesting a change in academic objectives after establishing a graduation term may need to submit an appeal.

Name (Last, First, MI) _____ **Campus ID** _____

Procedures:

1. Attach a personal statement explaining why additional time is needed to fulfill your graduation requirements and/or why you are requesting to change your academic objectives at this time.
2. Attach your Degree Planner demonstrating how each outstanding requirement will be satisfied, e.g. transfer course work, course substitutions, or continued CSULB enrollment.
3. If applicable, attach supporting documentation demonstrating extenuating circumstances beyond your control, e.g. an unforeseen medical condition, or a change in your status, e.g. taking an Educational Leave.
4. Meet with your academic advisor to review your graduation plan and request your academic advisor's signature (below) supporting your appeal.
5. Submit all materials (including a *Request to Change Graduation Term* or *Application for Graduation – Special Consideration Only* form if applicable) to Enrollment Services Beach Central.

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.

Advisor Signature _____ **Date** _____

Print Name _____

I have attached additional information Yes No

Office of Enrollment Services – Internal Use Only

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:	
Timely Graduation Status (Undergraduates Only): <input type="checkbox"/> N/A <input type="checkbox"/> Senior <input type="checkbox"/> Senior Plus <input type="checkbox"/> Super Senior			
Comments:			