



GRADUATION INFORMATION WINTER 2014

Bachelor's Degrees

Anticipated Graduation	Application Filing Period
Spring (June) 2014	October 8 - November 21, 2013
Summer (September) 2014	January 21 - February 20, 2014
Fall (December) 2014	April 8 - May 8, 2014
Winter (March) 2015	July 1 - 31, 2014

Graduate Degrees

Anticipated Graduation	Application Filing Period
Winter (March) 2014	October 8 - 24, 2013
Spring (June) 2014	January 14 - February 6, 2014
Summer (September) 2014	February 11 - 27, 2014
Fall (December) 2014	July 8 - 24, 2014
Winter (March) 2015	October 7 - 23, 2014

- **Graduation application fee:** \$20 (non-refundable)
- **Diploma fee:** \$10 (one-time fee for each degree) (non-refundable)

General Information

- Academic degrees are not granted automatically when students complete their requirements. You must apply for graduation.
- **Bachelor** students are eligible to file an application for a graduation (degree) check when they have earned a minimum of 135 quarter units. **Master** students apply based on recommendation from their academic department and College.
- Applicants must apply within the filing periods listed above.
- The date of graduation is posted to the official transcript when all degree requirements are met regardless of the term the graduation application is submitted to the Registrar's Office for processing.
- A graduation application that is received after the deadline will be returned to the applicant's major department or College for submission during the next filing period.

Graduation Application Procedures

- Complete a Graduation Application. Forms are available in Administration 146 five business days before the first day of the filing period.
- Submit completed forms to the Cashier's Office (Admin 128) with the required \$20 application fee and \$10 diploma fee. A cashier will stamp the graduation application to show payment. *The Cashier's Office will only accept payment for graduation applications during the open filing periods.*
- Take the paid Graduation Application (and Bachelor's Degree Worksheet) to your major department or College. Arrange for an adviser to finalize and confirm the accuracy of your requirements towards graduation. **Bachelor** students must also have the Bachelor's Degree Worksheet completed by an advisor. Some departments prefer to approve the graduation application prior to payment. *Contact your department to determine their preference.*
- Your major department or College will stamp and forward the paid graduation application along with corresponding documents to the Graduation Office for processing.
- The Graduation Office will notify you of the receipt of your graduation application.
- Prior to your last quarter, you will be notified to review your academic advisement report through self service.
- If you are enrolled in the quarter you expect to graduate but you do not complete all degree requirements, your graduation application is automatically transferred to the next quarter for processing. If you are still ineligible to graduate at the end of the second quarter, you must file another graduation application with the required \$20 application fee along with any supporting documents.