

GRADUATION REQUIREMENT CHECK

DEGREE INFORMATION

Term and year for which **all degree courses and requirements** will be completed* (not when you want to "walk"): (Check One)

Fall (Dec) Winter (Mar) Spring (June) Summer (Sept) Year _____

Graduation: Graduation takes place when all degree requirements for graduation have been met. When filing your graduation check, you must file for the term in which all courses and requirements will be completed. **Student's Initials:** _____

Degree you are pursuing: (Check One)

BA BS MA MS MBA MPA MSW OTHER _____

NOTE: Any major or degree objective, other than indicated on your records, must be accompanied by a Change of Major form.

Major: _____ Minor: _____

Major Concentration and/or Option (Track): _____

Dual Major: _____ Dual Minor: _____

Dual Major Concentration and/or Option (Track): _____

***Requirements not completed:** If you have not completed all degree requirements in the term for which you filed to graduate, you must re-file for a subsequent term. This includes receiving "incomplete" grades.

I understand that as the student, it is my responsibility to re-file another graduation requirement check in the event of a change of date (term) for graduation, change of name, change of major, minor, concentration, track, plan, specialty or option and that the graduation requirement check fees apply and will be assessed due to these changes.* **Student's Initials:** _____

STUDENT INFORMATION

Name as listed on your student records:

Last _____ First _____ MI _____

PRINT your name EXACTLY as you want it to appear on your diploma on the line below*:

Mailing Address: _____ E-Mail: _____

City/State/Zip _____

Phone () _____ Coyote ID # _____ Birthdate: _____

Student's Signature _____ **Today's Date** _____

*** If the diploma name is different from your student record, supporting documentation is required when submitting.**

Commencement: Commencement is twice a year and is held at the end of every Spring (June) and Fall (Dec) quarters. Participation in the commencement ceremonies is voluntary and does not constitute graduation. *Only students who have filed for a graduation requirement check are eligible to participate in the commencement ceremonies.* Graduating candidates from the prior Fall and Winter quarters, as well as candidates for the current Spring and Summer quarters, may participate in the June commencement ceremonies. Candidates from the prior Summer and current Fall and Winter quarters, are eligible to participate in the December commencement ceremonies. Registration information for commencement will be mailed to you from the Office of Academic Affairs. The commencement **Hotline is 909-537-7050** and the website is <http://commencement.csusb.edu>.

Office Use Only

Initial Fee*: **\$25.00** Re-file Fee*: **\$20.00** Late Fee*: **\$15.00** Rcpt # _____ By / Date _____

* Applies to **each** Major, Minor, Concentration, Option, Plan, Specialty or Track per request.