

REQUEST FOR GRADUATION EVALUATION – Return to Admin. Bldg. Rm.222 or Records' dropbox

(Please print clearly or type)

Please complete sections A through E

A. Name: _____ **Date:** _____

Address:
Street: _____

City, State, Zip: _____

1. Use this form to request your graduation evaluation (aka: apply for graduation).
Submit this form with the necessary attachments **FOUR quarters prior** to your expected degree completion term.
2. Your evaluation will be completed and sent to you approximately **TWO quarters prior** to your completion term.
 - a. Evaluations completed during Fall, Winter and Spring Quarters will be mailed to your listed **local** address.
 - b. Evaluations completed during Summer Quarter will be mailed to your listed **permanent** address.
3. **NOTE:** If you have **already requested or received** your graduation evaluation and need to change your expected graduation term, please fill out a **Change of Degree Completion Term**** form available online or at the Office of Academic Records. Submitting another *Request for Graduation Evaluation* form will only delay the process.

B. Diploma Name: _____
FIRST MIDDLE LAST

Student ID: _____ **Local Phone:** _____

*** ^ Major:** _____ **Spec/Conc:** _____

~ Minor: _____ **Catalog:** _____ (i.e., 94-97, 01-03, etc.)

* **Attach applicable forms:** i.e., Tech Elective Statement; Concentration Statement; Advisor Approved Electives; Individualized Course of Study (ICS); Emphasis/Minor Statement; Advancement to Candidacy/Formal Study Plan. Please see your department, advising center or graduate coordinator to obtain these documents (if applicable). Your *Request for Graduation Evaluation* will be returned if the necessary documents are not attached or already on file.

^ If in a double major and it's a different degree type, you must designate which degree type will be awarded. Only one diploma for that degree type will be issued. (i.e., BA, BS, etc.)

~ Attach approved Minor Requirement form, if applicable. (See you Minor Dept. for form)

<p>C. Term & Year all degree requirements completed</p> <p>FALL 200__ (December)</p> <p>WINTER 200__ (March)</p> <p>SPRING 200__ (June)</p> <p>SUMMER 200__ (September)</p> <p>** (You cannot register beyond the degree completion term)</p>	<p>D. Degree type: (circle one)</p> <p>TECHNICAL CERTIFICATE</p> <p>BACHELORS: BS BA BAR BLA</p> <p>MASTERS: MA MS MAR MBA MBS</p> <p>MCRP MENGRC MSCP</p>
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Spring Ceremony is for students completing all course work in Winter, Spring, or Summer term.

Fall Ceremony is for students completing all course work in Fall term only.

→ **BY SIGNING THIS DOCUMENT, I UNDERSTAND THAT MY NAME, MAJOR AND HONORS, IF APPLICABLE, WILL BE PRINTED IN THE COMMENCEMENT PROGRAM.** ←

E. Signature _____

For Evaluations Use Only:

1. _____ Please submit your approved Minor Requirement form as soon as possible.
2. _____ Please note you are not eligible for the _____ catalog and are presently on the _____. See "Catalog Rights" in the Cal Poly catalog for more information.

PLEASE KEEP YOUR LOCAL AND PERMANENT ADDRESSES CURRENT VIA MY.CALPOLY.EDU

We are returning your *Request for Graduation Evaluation* for the following reason(s):

1. _____ Wrong form, please complete a *Change of Degree Completion Date* form, available at Records forms area or http://www.ess.calpoly.edu/_records/FORMS/index.htm, and deposit the form in the Records Office Drop Box.
2. _____ Your graduation evaluation was already processed and mailed to you on _____.
3. _____ Please complete the concentration area and return to Evaluations (01-218).
4. _____ Please indicate specific quarter and year of expected graduation term.
5. _____ Duplicate request. We received your original request on _____. Your evaluation will be mailed to you approximately two quarters prior to your completion term.
6. _____ Resubmit request during the fourth quarter prior to your expected graduation term.
7. _____ Please attach Tech Elective Statement; Concentration; Advisor Approved Electives, Individualized Course of Study (ICS) ; Emphasis/ Minor Statement; Advancement to Candidacy/Formal Study Plan and resubmit to the Evaluations Office (01-218) or drop in Records/Evaluations dropbox (01-222).