

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**:

**** NOTE: If the diploma name is different from your student record, supporting documentation must be attached.**

Mailing Address: _____ E-Mail: _____

City/State/Zip _____

Phone () _____ Coyote ID # _____ Birthdate: _____

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

➡ Please read the back of the yellow copy for important information and Q & A ⬅

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 Special Events & Guest Services. The commencement **Hotline is 909-537-7365** or website is <http://commencement.csusb.edu>.

Office Use Only – *Please note: Fees apply to *each* Major, Minor, Concentration, Option, Plan, Specialty or Track per request.

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

You have filed a request to graduate (Graduation Requirement Check/Grad Check). Please read the information below carefully.

If you are a graduate student, please review your program plan. Be aware that any course changes from the program plan will require an approved *Change of Program Plan* request from your department.

If you are an undergraduate student it is now necessary for you to review your updated PAWS (Program Advising Worksheet for Students). You may do this by accessing your MyCoyote account or by requesting one from the Office of Records, Registration, & Evaluations for a \$2.00 fee.

Please review the updated PAWS for the following:

- Major(s), minor(s), concentration(s) are correct.
- All completed courses and courses in-progress appears on your PAWS.
- All transfer work has been recorded. If additional transfer work has been completed, please contact the school and have an official transcript sent to CSUSB.
- All course substitutions have been applied. If additional substitutions are needed, please see your department chair at once, so these substitutions will be included on your grad check.
- Review the “General Graduation Requirements” section of your PAWS. Along with all the specific course requirements, these requirements must also be met in order to graduate.

If you notice any discrepancies, please bring the updated PAWS with you to the Office of Records, Registration, & Evaluations (RRE), located in University Hall (UH 171). Please don't wait to resolve any problems. The Transfer and Graduation Counselors (TGC's) from the RRE Office are available to assist you Monday through Thursday from 8:00 am – 6:00 pm on a walk-in basis, or by telephone at (909) 537-5200, option 4. Please note that the TGC's are not available on Fridays. Contact the office for summer hours.

IMPORTANT: When you've registered for your LAST quarter, view your updated PAWS. At the top of the first page it should read: “All requirements completed; in-progress courses used.” If this area reads: “At least one requirement has not been satisfied”, you are missing a requirement and will NOT graduate! Look carefully through the PAWS to see what requirement is lacking. If you need help understanding your PAWS, please call or visit with a TGC in the RRE Office!

COMMONLY ASKED QUESTIONS

Q: When will I receive my grad check?

A: Students who file their grad checks by the established deadline should receive their completed grad checks by Priority registration of their last quarter. The grad check deadlines are published in the CSUSB Bulletin, class schedule, or online at <http://csusb.edu> under the “academic calendar” section. Grad checks filed after the deadline will be processed with grad checks filed for other terms according to the filing date. For questions, call (909) 537-5219.

Q: When will I receive my diploma?

A: The diploma is ordered and delivered about three weeks after graduation has been verified. Degree verification takes approximately three weeks after grades are available. The diploma will be mailed to the address listed on your grad check application.

Q: What if I don't complete all my requirements?

A: If you will not be graduating for the term listed on your grad check, you must re-file the grad check for the term in which ALL requirements will be completed. A re-file fee and possible late fee will be charged. Note that subsequent registration cannot be accessed until the grad check has been re-filed.

Q: What is the difference between Commencement and Graduation?

A: Graduation occurs when a grad check has been filed and all courses and requirements have been completed. **Commencement** is a graduation ceremony. Participation in commencement is voluntary and occurs prior to verification of graduation. CSUSB has two commencement ceremonies:

December: Previous September graduates and prospective December and March candidates are invited to attend the December ceremony.

June: Previous December, March, and prospective June and September candidates are invited to attend the June ceremony.

For questions, contact the Commencement Hotline at (909) 537-7365, or online at: <http://commencement.csusb.edu>

Q: What if I received a student loan?

A: You are required to attend a Direct Loan Exit Counseling session. For your convenience, you may complete this requirement online at <https://www.dl.ed.gov>. Failure to complete a Direct Loan Exit Counseling session will result in a hold being placed on your records. You will not receive your diploma or official academic transcript until all holds are cleared. For questions, please contact the Financial Aid Office at (909) 537-5227.