

# 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  EDD  EDS  OTHER  \_\_\_\_\_

**NOTE:** Any major or degree objective, other than indicated on your records, must be accompanied by a Change of Major form. Also note: Grad Check fees apply to *each* Major, Minor, Concentration, Option, Plan, Specialty or Track per request.

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 term for graduation, major catalog year, name, 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 does not imply successful completion of degree requirements. *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. Commencement information will be emailed to your CSUSB email account from the Office of Special Events & Guest Services. Contact them at 909-537-7360 or at [commencement.csusb.edu](http://commencement.csusb.edu).

### Office Use Only –

Graduation Fee \$75.00  Initial Fee \$25  Re-file Fee \$20.00  Late Fee \$20.00 Grand Total \$ \_\_\_\_\_