

GRADUATION APPLICATION
 School of Graduate Studies and Research
Spring 2016 ~ May Graduation/Commencement



Name <i>As you wish it to appear on diploma.</i>	(Please make sure it matches the name you used on the online application. Print clearly!)		Student ID #
Street, City, State, Zip			
Cal U Email:		Phone #:	
Degree:		Major:	

Research Requirement (if applicable) Please email the RESEARCH TITLE and NAME OF THE ADVISOR to jacobs_w@calu.edu no later than 3/4/16 to guarantee that it will be listed in the commencement brochure.			
Type:		Research Advisor:	
Title of Research:			

I WILL participate in commencement exercises on May 6, 2016:	
I WILL NOT participate in commencement.	

GRADUATION CHECKOUT

- BOTH** an **ONLINE** and **PAPER** application **MUST** be submitted in order for it to be complete.
Online: Log onto VIP, View my Schedule, Concise Schedule, Student tab, Student Records, then **APPLY TO GRADUATE**.
Paper: This application must be mailed to Graduate Studies, 250 University Ave., California, PA 15419 **or** via email to jacobs_w@calu.edu no later than **03/04/2016**.
- You can pick up your diploma beginning **May 23, 2016**, in the Graduate Dean's office (Dixon 315) **or** if you may have it mailed. Please check the appropriate box below:

I WILL PICK UP MY DIPLOMA beginning May 23, 2016	
Please MAIL my diploma beginning May 23, 2016	

- In order for your application for graduation to be processed, you must not have any holds on your transcript. These may include: Tuition, Parking Fines, Bookstore, Library and SAI. The School of Graduate Studies and Research will check for clearances.
- If there are requirements missing that prevent you from being cleared to graduate, you will be notified through your **CAL U email** account. PLEASE CHECK OFTEN.
- If it is determined that you have not met all of the requirements to graduate, you must submit a new application for graduation at the beginning of the next semester.

Student Signature

Date

For Office Use ONLY below:

I have reviewed the above student's record. Based on that review, I make the following recommendation to the Dean for the School of Graduate Studies and Research:		
Passing comprehensive exams is a requirement for this program:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Student has passed the comprehensive exams:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Portfolio a requirement for this program:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Student has successfully completed the portfolio:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
All requirements for this degree have been completed with a satisfactory QPA:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Pending the successful completion of the course(s) in current semester, all requirements are satisfactory:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The following curricular requirements are missing from the program and must be completed before a final review can take place:		

Advisor's Signature

Date