

## REQUEST FOR GRADUATION EVALUATION

**Name:** \_\_\_\_\_  
Last
First
Middle Initial

**IMPORTANT:** Your Graduation Evaluation and Diploma will be mailed to your mailing address. It is your responsibility to keep this address updated to ensure the receipt of these documents.

**Student ID #** | | | | | | | | | |

**Major :** \_\_\_\_\_ **Concentration/Specialization:** \_\_\_\_\_

**Minor\*:** \_\_\_\_\_ **Catalog Year:** \_\_\_\_\_  
(i.e., 07-09, 09-11 etc.)

\*Signed minor form MUST be submitted before graduation, otherwise, degree will be granted without minor.

**Diploma Name: Enter Your Diploma Name on the Portal.**

It is your responsibility to ensure that your diploma has the exact name (first name, middle initial or middle name, etc.) that you wish. (Use Personal Info tab; names, add a new name, choose "diploma" from the drop down menu, update the remaining fields and save. In order to view your changes you will need to choose "edit", since the view is first and last name only.)

<p><b>Term - Year</b> all degree requirements completed</p> <p>FALL 201____ (December)</p> <p>WINTER 201____ (March)</p> <p>SPRING 201____ (June)</p> <p>SUMMER 201____ (September)</p> <p><small>*You cannot register beyond degree completion term</small></p>	<p><b>Degree type:</b> (circle one)</p> <p>BACHELORS: BS BA BAR BFA BLA</p> <p>MASTERS: MA MS MBA MBS(4+1)</p> <p>MCRP MPP</p> <p>TECHNICAL CERTIFICATE</p>
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**Fall Ceremony** is for students who have filed to graduate for the Fall term only.

**Spring Ceremony** is for students who have filed to graduate for the Winter, Spring, or Summer term.

**\*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 at the Office of Academic Records (or online at <http://www.ess.calpoly.edu/records/FORMS/index.htm>).

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Submit this page to the Evaluations or Records Office.

# REQUEST FOR GRADUATION EVALUATION

## **IMPORTANT: Please read, then detach and keep for your reference**

### **Before submitting this form you MUST:**

- 1) **Undergraduate Students:** Attach applicable forms (major specific), i.e., Tech Elective Statement; Concentration; Advisor Approved Electives; Individual Course of Study (ICS).  
**Your request will NOT be processed if this information is not attached or already on file.**
- 2) **Graduate Students:** Do not submit your request here. Submit your Request to the Graduate Programs Office (Bldg 38, Room 154), where you can ensure that all your paperwork (Formal Study Plan, Advancement to Candidacy) is in order.
- 3) Make sure your **mailing** address is updated on the portal. Your graduation evaluation and diploma will be mailed to this address. You may update this information at <https://my.calpoly.edu> under the Personal Info tab and My Student Info section. Please make sure that this address is accurate after graduation to ensure the receipt of your diploma.  
**Also, be sure to verify your DIPLOMA NAME on the Portal, and update it if needed. You are responsible for making sure your diploma reflects the name you want.** (Use Personal Info tab; names, add a new name, choose “diploma” from the drop down menu, update the remaining fields and save. In order to view your changes you will need to choose “edit”, since the view is first and last name only.)

### **When will you be hearing from us?**

You must submit your request **FOUR** quarters in advance of your completion term to receive a graduation evaluation before you graduate. Your graduation evaluation will be mailed to you approximately **TWO** quarters prior to your completion term if your request was submitted four quarters in advance.

If you are submitting your request within three quarters of graduation, you will want to see an advisor in your department for guidance regarding your final degree requirements. You **will** be able to walk in the ceremony, and we will review your record to determine degree completion. However, you are not guaranteed a graduation evaluation before the completion of your coursework if your request is not submitted four quarters in advance. You will hear from us the quarter after you graduate regarding the completion of your degree or your remaining degree requirements.