

Subject Line:

Your Winter Graduation: Do You Have Outstanding Degree Requirements?

Text:

Dear Student:

Our records indicate that you plan to complete degree requirements in Winter quarter.

However, as of November 10th, your Degree Progress Report indicated that at least one of your degree requirements shows not satisfied (that is, it has a red square on your DPR). There could be several reasons for missing requirements, some of which you might be taking care of. But others might need your attention.

You may have also heard from your college Advising Center, but we wanted to reach out also, as Evaluations will perform the final check of your degree requirements. Our goal is to make sure you are aware of all your degree requirements.

Before reaching out to anyone, first access your Degree Progress Report through your Student Center.

Pay careful attention to the points below, and take appropriate action, depending on what shows unsatisfied on your DPR.

- **Total units for the degree:** If this is red, and if you are not covering the deficiency with transfer or study abroad work that has not yet been applied to your record, you need to enroll in more classes. If you have any doubts about whether you will reach the overall units required for your degree, see your [College Advising Center](#).
- **Upper division units:** If this is red, and you do not have upper-division transfer work awaiting evaluation, you need to sign up for more 300- or 400-level courses.
- **28-of-the-final-40 in residence:** If you are completing more than 12 of the final 40 units needed for your degree away from Cal Poly, you may need a Petition for Special Consideration to request an exception to this policy. Contact your Advising Center.
- **USCP:** You need to enroll in a USCP class.
- **GWR:** If you've enrolled in a GWR class in Fall quarter, or have registered for one in Winter quarter, there is no need for further action. If not, contact the [Writing and Learning Center](#).
- **Missing GE requirement:**
 - If you complete a class at community college in Fall or Winter, you simply need to submit the transcript to our office as soon as possible. Or, your study abroad transcript might be awaiting evaluation. Check Higher Ed Credits Detail on PolyProfile to see if your transcript has been received.
 - If neither of the above situations applies to you, you need to enroll in the missing GE requirement.
- **Missing major, support, or concentration area:**
 - If you have recently submitted paperwork to the Office of the Registrar to cover a requirement, there is no need for further action. The Office of the Registrar will apply this to your record in time for graduation.

- Otherwise, you need to enroll in the class, unless you have discussed a substitution, revised concentration, etc., with your advisor. If you have, please submit paperwork right away.
- **Missing minor requirement:** If you are no longer pursuing your minor, please submit this form: [Drop Minor Form](#). Doing so now will facilitate the timely conferral of your degree at the end of Winter.
 - **Reminder:** you must complete a minor at the same time as, or before, you complete your degree.

If you have any follow-up questions, please contact your [College Advising Center](#).

Finally, if Winter 2021 is not the term in which you plan to graduate, you need to change your Expected Graduation Term. Forms to move your term earlier, or to request an extension can be found here: https://registrar.calpoly.edu/registrar_forms

Best wishes for a successful last quarter at Cal Poly, and beyond.