

**GRADUATE
CHANGE OF DEGREE COMPLETION TERM REQUEST**

Complete this form only if you are a currently enrolled/registered student.
If approved, this form will allow you to register for subsequent terms, and will determine when we process your final degree check.

You will not be able to register beyond your stated degree completion term.

Print name: _____ EMPL ID: _____

Phone #: _____ Cal Poly Email Address: _____

Major: _____

New term and year of completion: _____ Previous term and year of completion: _____

Please state in detail your reason, or reasons, for requesting to extend your graduation term. Be as specific and thorough as possible:

Student's Signature

Date

Take this form to your Graduate Coordinator for possible approval of an extension. If you are moving your graduation term earlier, you do not need to visit your Graduate Coordinator.

Graduate Coordinator's Comments Regarding Approval or Denial of the Extension (Please indicate your specific reason for denial/approval):

I APPROVE DO NOT APPROVE THIS REQUEST

Graduate Coordinator's Name (Please Print)

Graduate Coordinator's Signature

Date

This change will typically be processed within 48 hours of receipt in the Office of the Registrar. Please return this form to the Office of the Registrar (Admin. 222). If you have questions, please contact the Evaluations Unit of the Office of the Registrar, (805)756-2396.

Important reminder: All graduate students are required to maintain continuous enrollment from the time of first enrollment until the completion of their degree regardless of catalog cycle. Students who fail to fulfill the continuous enrollment requirement will not be permitted to graduate. See the Graduate Education website for details.