

# UNDERGRADUATE 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:**

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\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Take this form to the appropriate office (*see below*) for possible approval of an extension.  
If you are moving your graduation term earlier, you do not need signature approval; you can submit the form directly to the Office of the Registrar.**

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

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I  APPROVE  DO NOT APPROVE THIS REQUEST

\_\_\_\_\_  
College Representative's or Athletic Advisor's Name (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
College Representative's or Athletic Advisor's Signature

\_\_\_\_\_  
Date

NOTE: Approval of request does not constitute a contract between the student and the University, nor is it an official notification of remaining degree requirements. It is a permission to extend the student's graduation term.

**This change will typically be processed within 48 hours of receipt of final signatures. 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.**

College	College Representatives	Location
CAED	Professional Advisors	CAED Advising Center, Building 5, Room 210
CAFES	Professional Advisors	CAFES Advising Center, Building 74M-A
CENG	Professional Advisors	CENG Advising Center, Building 40, Room 111
CLA	Professional Advisors <sup>1</sup> OR Associate Dean <sup>2</sup>	<sup>1</sup> CLA Advising Center, Building 47, Room 22B OR <sup>2</sup> Building 47, Room 31
OCOB	Professional Advisors	OCOB Student Services Center, Building 3, Room 100A
COSAM	Professional Advisors <sup>1</sup> OR Associate Dean <sup>2</sup>	<sup>1</sup> COSAM Advising Center, Building 53, Room 211 OR <sup>2</sup> Building 25, Room 229C
NCAA Student Athlete	Athletic Advisor	