

CHANGE OF DEGREE COMPLETION DATE REQUEST

STOP: Do not complete this form if any of the situations on the reverse apply.
NOW: Complete this form only if you are a currently enrolled/registered student.
WHAT THIS WILL DO: 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, and undergraduates will not receive any additional graduating senior registration rotations. Plan ahead; this form requires approval by your college.

PRINT NAME: _____ EMPL ID _____

ADDRESS: _____ PHONE # _____

CITY/STATE: _____ ZIP: _____ CAL POLY EMAIL ADDRESS: _____

MAJOR: _____ CIRCLE ONE: Undergraduate Graduate

NEW TERM AND YEAR ALL DEGREE REQUIREMENTS WILL BE COMPLETED: _____

PREVIOUS TERM AND YEAR DEGREE WAS TO BE COMPLETED: _____

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

UNDERGRADUATE STUDENTS: TAKE THIS FORM TO YOUR ADVISING CENTER FOR POSSIBLE APPROVAL OF AN EXTENSION. If you are moving your graduation term earlier, you do not need to visit your Advising Center.

GRADUATE STUDENTS: 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 (see reverse for important information).

Advisor Comments Regarding Approving or Denying the Extension (Please provide comments):

I APPROVE DO NOT APPROVE THIS REQUEST

 Advisor's Name (Please Print)

 Advisor's Title

 Advisor's Signature

 Date

NOTE: College's 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).

This Completion Date form is being returned unprocessed for the following reason(s):

- You have broken your enrollment by not being registered for three quarters or more. Please contact the Admissions Office (756-2311).
- You have already registered for the next quarter.
- Wrong form. Please complete a Graduation Application/Request for Graduation Evaluation, available at the Office or the Registrar or <http://registrar.calpoly.edu/sites/registrar/files/forms/ReqUGradEval.pdf>, and return the form to the Office of the Registrar.
- We will not extend your completion term more than four quarters beyond the term you previously reported.
- OTHER

If you have questions, please contact the Evaluations Unit of the Office of the Registrar, (805)756-2396.

Important reminder for graduate students: All 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.