GRADUATE REQUEST FOR GRADUATION EVALUATION

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

Before submitting this form you MUST:

1) Visit Graduate Education (Bldg 52, Room E47), where you can ensure your paperwork (Formal Study Plan, Advancement to Candidacy) is in order.

2) Make sure your mailing address is updated on the portal. Your 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. (Log into the Portal, click on Student Center, select “names” under Personal Information, click on “add a new name”, select diploma from the drop down menu, enter your name 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 TWO quarters in advance of your completion term in order to ensure timely processing.
GRADUATE REQUEST FOR GRADUATION EVALUATION

Student Name: __________________________________________
                           Last       First       Middle Initial

IMPORTANT: Your Diploma will be mailed to your mailing address. It is your responsibility to keep this address updated to ensure receipt.

Student Empl ID# (Found on your mycalpoly Portal)

Program: ___________________________ Specialization: ________________

Catalog Year: ____________________ (i.e., 09-11, 11-13, etc.)

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. (Log into the Portal, click on Student Center, select “names” under Personal Information, click on “add a new name”, select diploma from the drop down menu, enter your name and save. In order to view your changes you will need to choose “edit”, since the view is first and last name only.)

<table>
<thead>
<tr>
<th>Term - Year</th>
<th>Degree type:</th>
<th>(circle one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>WINTER 201____  (March)</td>
<td>MA</td>
<td></td>
</tr>
<tr>
<td>SPRING 201____  (June)</td>
<td>MS</td>
<td></td>
</tr>
<tr>
<td>SUMMER 201____  (September)</td>
<td>MBA</td>
<td></td>
</tr>
<tr>
<td>FALL 201____  (December)</td>
<td>MBS (4+1)</td>
<td></td>
</tr>
</tbody>
</table>

You must enter a digit on the blank line.

*You cannot register beyond degree completion term

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 the Registrar (or online at http://www.registrar.calpoly.edu/content/forms/index).

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

Signature: _____________________________________________ Date: __________________

Submit this form to Graduate Education (Bldg 52, Room E47); they will route this form along with any additional paperwork (Formal Study Plan, Advancement to Candidacy) to the Office of the Registrar on your behalf.