

IF YOU WISH TO PARTICIPATE IN COMMENCEMENT
PLEASE CONTACT THE ASI BUSINESS OFFICE,
3RD FLOOR, UNIVERSITY UNION (278-7916),
AT LEAST ONE MONTH BEFORE COMMENCEMENT
FOR CAP AND GOWN INFORMATION

PLEASE USE INSTRUCTIONS BELOW IN COMPLETING YOUR GRADUATION APPLICATION

GENERAL INFORMATION: This application **may be typed or clearly printed** and returned to the Office of Graduate Studies by **November 1** for Fall , **March 1** for Spring or Summer graduation in order to have your name in the Commencement program. If you do not have an approved Advancement to Candidacy form on file in the Office of Graduate Studies, your Application for Graduation will be returned to you. A Petition for Exception is required if you have made changes in any course work listed on your Advancement to Candidacy. Also, be sure you have listed and enrolled in the correct culminating requirement and units (i.e. SUBJ 500).

Please read the following instructions carefully when filling out your application so your transcript and diploma will be correct. It is suggested you make a copy of the graduation application for your records so you can notify the appropriate office if there are any changes in your address (Admissions and Records) or graduation date (Office of Graduate Studies).

1. **Degree** Check appropriate degree classification.
2. **Major Field** Enter appropriate authorized major.
3. **Concentration** List only approved Concentrations as listed in the catalog – not Areas of Study.
4. **Name** Enter your name here exactly as you wish it to appear on your diploma.
5. **Signature** Please sign and date the application.
6. **Address** Enter your current address and telephone number.
7. **Diploma Mailing Address** You will receive your diploma approximately **2 months** after graduation. **If your address is different than the one listed on #6, you must file a "Data Change Form" with the Office of Graduate Studies.**
8. **Graduation Date** Enter semester and year (i.e. Fall 1998). If you do not graduate the semester you specify, you must notify the Office of Graduate Studies, River Front Center 206. An additional fee may be required.
9. Check the appropriate plan for your culminating requirement.
10. Enter the correct title for your Thesis/Project.
11. Obtain signature of your Thesis/Project Committee Chair (Plans A or B) **OR** your Adviser (Plan C).
12. Enter your name and social security number as it appears on your records at CSUS.
13. **Pay the graduation/diploma fee (\$43.00) at the Cashier's Office before submitting the form to the Office of Graduate Studies (River Front Center Rm. 206).**

