

OFFICE USE

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)

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Program: _____ **Concentration/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. (Use Personal Info tab; names, add a new name, choose "diploma" from the drop down menu, update the remaining fields and save. In order to view your changes you will need to choose "edit", since the view is first and last name only.)

<p>Term - Year all degree requirements completed</p> <p style="text-align: center;">You must enter a digit on the blank line.</p> <p>WINTER 201____ (March)</p> <p>SPRING 201____ (June)</p> <p>SUMMER 201____ (September)</p> <p>FALL 201____ (December)</p> <p>*You cannot register beyond degree completion term</p>	<p>Degree type: (circle one)</p> <p>MA MS MBA BMS (4+1) MAGD</p> <p>MCRP MPP MPS Graduate Certificate</p>
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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:** _____

Graduate Ed Office: _____ **Date:** _____

Submit this form to Graduate Education (Science Building 52-E47); they will route this form along with any additional paperwork (Formal Study Plan) to the Office of the Registrar on your behalf.

REQUEST FOR GRADUATION EVALUATION
IMPORTANT: Please read, then detach and keep for your reference

Before submitting this form you MUST:

1) BMS (4+1) Students Only

Any applicable forms (major specific), i.e., Tech Elective Statement; Concentration; Advisor Approved Electives; Individual Course of Study (ICS) should be submitted to the Office of the Registrar at this time. Your request will NOT be processed when it reaches the Registrar if this information is not on file.

2) Graduate Students

Do not submit your request here. Submit your Request to the Graduate Education Office (Science Building 52-E47), where you can ensure that all your paperwork (Formal Study Plan, Advancement to Candidacy) is in order.

3) Make sure your mailing address is updated on the portal. Your graduation evaluation and 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.**(Use Personal Info tab; names, add a new name, choose "diploma" from the drop down menu, update the remaining fields and save. In order to view your changes you will need to choose "edit", since the view is first and last name only.)