



Graduate Student Application for Graduation

Submitted the **TERM PRIOR** to program completion – notifies Registrar and Commencement Offices

Can be submitted **ONLY ONCE**. Your *Expected Graduation Term* will be shown on your Poly Profile once processed.

To **CHANGE** the *Expected Graduation Term*, you will need to submit a **Change of Degree Completion Term – Graduate** request on the Registrar’s website: https://registrar.calpoly.edu/registrar_forms

Name (first & last) _____ Master’s Program _____

Cal Poly Empl ID (9-digit) _____ Specialization (if applicable) _____

Cal Poly Email _____@calpoly.edu Are you a Blended student? Yes No

Requested Graduation Term _____

Please note the following:

The **Office of the Registrar** will evaluate and post your Master's degree, *per your request with this document* (Fall, Winter, Spring, Summer).

The **Commencement Office** organizes the commencement ceremony in Spring (date, program, tickets, cap & gown). For information, and to request participation in a ceremony other than the one specified by your graduation term, visit the Commencement Office website: <https://commencement.calpoly.edu/graduates>

The **name as you would like it to appear on your diploma** must be entered on your *MyCalPoly* portal. It is your responsibility to ensure that your diploma has the exact name 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.)

Your diploma **will be mailed to your mailing address**. It is your responsibility to keep this address updated through the Personal Info tab on your *MyCalPoly* portal to ensure receipt.

By submitting this document (on time), I understand that my name, program, and academic excellence designation - if applicable, will be printed in the commencement program, and that I have read the information on this form.

Student _____

Graduate Coordinator _____

Dean of Graduate Education _____