



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.

If you already have an *Expected Graduation Term* on your Poly Profile, please use this form to update: [Change of Degree Completion Term – Graduate](#)

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

Cal Poly Empl ID (9-digit) _____ Cell Phone _____

Cal Poly Email _____@calpoly.edu Requested Graduation Term _____

Please note the following:

The [Office of the Registrar](#) will evaluate and award 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 more information, [visit the Commencement Office website](#).

[Instructions for updating Name on diploma & mailing address](#)

Student

Name _____ Signature _____ Date _____

Graduate Coordinator

Name _____ Signature _____ Date _____

Dean of Graduate Education

Name _____ Signature _____ Date _____