



California State University, Sacramento
College of Business Administration
Degree Programs Center

Frequently Asked Questions - Graduation

How many units do I need to graduate?

120 units. Be aware that although you complete all of your major and general education courses, you may not necessarily have completed 120 units and may need elective units. Depending on how many you need, you may want to add a second concentration in the major or you may wish to add a minor.

Where do I go to obtain a Graduation Evaluation Application?

In the DPC.

Where do I submit my graduation evaluation?

First, pay your diploma fee at the Student Financial Services Center in Lassen Hall and then return your form to the Degree Programs Center (DPC) in Tahoe Hall 1030.

When do I file for Graduation?

You must file a Graduation Application one year prior to your expected date of graduation! The deadlines are:

November 1st for fall graduation

May 1st for spring graduation

How long does it take to process my graduation evaluation?

After your Graduation Evaluation is approved by your Business Academic Counselor, it is forwarded to the Evaluations Office in Lassen Hall where the "Degree Summary" is completed. You will receive a copy of this evaluation in the mail. You should receive your Degree Summary prior to registration for your last semester at CSUS.

What if I need to change my graduation date?

Notify the Degree Evaluations Office in Lassen Hall. (Check the Schedule of Classes for specific deadline dates.)

I missed the deadline to apply for Graduation! What can I do?

The Degree Evaluations Office will require you to file for graduation for the next term. You can fill out an Action Petition in the DPC requesting that the Degree Evaluations Office change your graduation date back, if possible, to your desired term after they have processed your petition. You will receive your Graduation Evaluation late, but if you are enrolled in all of your remaining requirements, then the Degree Evaluator will post your degree for the appropriate term.

What if I change my courses in the major after I've filed for graduation?

You need to file a Course Substitution Form with the University Evaluations Office in Lassen Hall, at the Student Service Counter. The form is available at the DPC and must first be approved by a College of Business Academic Counselor.

How do I find out about graduation ceremonies?

You will receive a post card in the mail at the beginning of your graduating semester if you have applied for graduation by the deadline date. If you do not receive this post card, contact the Student Affairs Coordinator in Tahoe Hall 1037, www.csus.edu/cba/studentaffairs, or by calling (916) 278-5875.

When do I receive my diploma?

Your diploma will be mailed approximately two months after your final semester grades are submitted to the Records Office.