



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

Graduation Application Questions

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 TAH 1030.

How long does it take to process my graduation evaluation?

After your Graduation Evaluation is approved by one of the business academic counselors, 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 before you need to register 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.)

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 be receiving 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 TAH 1037, www.csus.edu/cba/studentaffairs, or by calling (916) 278-5576.

When do I receive my diploma?

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