

# GRADUATION APPLICATION GENERAL INFORMATION

Please read the information below before completing the Graduation Application

**Graduation/Diploma Fee(s)** – Pay the fee(s) at the Bursar's Office before submitting the form to the Office of Graduate Studies (River Front Center, Room 215). **Please read the information below before completing the graduation application.**

**Due Dates:** Return this form to the Office of Graduate Studies by the date noted below, if you want to have your name in the Commencement program:

**Fall Graduation: October 1**

**Spring / Summer Graduation: February 1**

**Changes to Graduation Application** - *Make a copy of this application for your records.* If you have changes, please download the form from the Office of Graduate Studies website:

[www.csus.edu/gradstudies](http://www.csus.edu/gradstudies)

**Approved Advancement to Candidacy** - If you do not have an approved Advancement to Candidacy form on file with the Office of Graduate Studies, your Application for Graduation will be returned to you.

**Change in Graduation Date:** If you do not graduate the semester you specified on the application, then you must submit a **Graduation Date Change** form to the Office of Graduate Studies, River Front Center, Room 215. An additional fee may be required.

**Change in Course Work** – A Petition for Exception is required if you have made changes in any course work listed on your Advancement to Candidacy. Also, be sure you have listed and enrolled in the correct culminating requirement and units (i.e., SUBJ 500 or Ed.D. 617). **You must be currently enrolled in the term you graduate.**

**Diploma Mailing Address-** You will receive your diploma approximately **four (4) months** after graduation.

**Note:** If your *address is different than the one listed on this form*, you must file a "Data Change Form" with the Office of Graduate Studies or update your records on your My Sac State account.

**Approval Signature** – Obtain the signature of your Graduate Coordinator, Department Chair or Faculty Advisor (Special Majors will require the signature of the faculty sponsor) and one additional committee member.

**Commencement Participation** - If you wish to participate in commencement, please contact the **ASI Business Office** located on the 3<sup>rd</sup> floor of Sequoia Hall, room 311 (278-7916) at least **one (1) month** before commencement for cap and gown information.



Office of Graduate Studies

Application for Graduation

Masters or Doctoral Degree

Cashiers Receipt

Please pay the \$76.50 graduation and diploma fee(s) at the Bursar's Office BEFORE submitting to the Office of Graduate Studies

DEADLINE: October 1 (for Fall Graduation) / February 1 (for Spring/Summer Graduation)

Read each section carefully to avoid mistakes and delays

Student ID Number: \_\_\_\_\_

1. Check appropriate degree classification:

- MA MS MM MBA MPT MSW MPPA Ed.D. Ed.S. DPT

2. Enter appropriate authorized major: \_\_\_\_\_

3. Concentration (if applicable) - List only approved Concentrations as listed in the catalog (Do not list Areas of Study): \_\_\_\_\_

4. Name: Ms. Mr. Dr. Other: \_\_\_\_\_

Name on Diploma (legal name used while attending the university):

FIRST Name Middle LAST Name

Diploma Mailing Address: Your diploma will be sent to the address below. If you move before graduation, please complete a "Data Change Form" and return it to the Office of Graduate Studies (River Front Center - Room 215).

5. Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

6. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

7. Graduation Date: Spring Summer Fall Year: \_\_\_\_\_

8. Culminating Requirement: Thesis Project MA / MS Comp. Exam Dissertation

9. Full Title of Dissertation / Thesis / Project: \_\_\_\_\_

10. Approved:

Faculty Advisor Date

Signature of Graduate Coordinator or Department Chair (see back for more details) Date

For Use in Graduation Checkout

Table with 2 columns: Date/Event and Date/Initials. Rows include Date Advanced to Candidacy, Date Qualified Exam, Date Dissertation Defense, Date Dissertation Filed, Date Thesis Filed, Date Project Filed, Date MA Comp. Exam, Course Currency Exp, Degree Conferral Date, Checked By, Posted By.