California State Polytechnic University, Pomona
Registrar's Office

REQUEST FOR GRADUATION CHECK

The Graduation Check is intended to summarize the requirements remaining for the completion of a degree. **Students apply for a graduation check only once.** If you have applied before, it is not necessary to re-apply. A graduation check will be completed within *90 days* of submission in the Registrar's Office. Results are emailed to student's Cal Poly Pomona email account.

Once the graduation check has been completed by the Registrar's Office, students may use the results as a checklist for completing the remaining degree requirements. Students requiring assistance with course selection are encouraged to consult with their faculty advisor. Students are strongly advised to keep copies of all petitions, memos and contracts. Students must file an Application to Graduate before a degree is conferred.

CLEARLY PRINT INFORMATION

Last Name _____ First Name _____ Middle Name _____

BroncoNumber _____ Home Phone: _____ Cell Phone: _____

Address _____ City _____ State _____ Zip _____

Campus Email Address _____ @csupomona.edu   Alternate Email Address _____

Student's Signature _____   **Date** _____

CHECK THE DEGREE FOR WHICH YOU ARE REQUESTING A GRADUATION CHECK
AND COMPLETE THE REQUESTED INFORMATION

☐ **BACHELORS DEGREE   Anticipated Graduation Date: Quarter** _____ **Year** _____
STUDENTS ARE ELIGIBLE FOR A GRADUATION CHECK WHEN THEY ARE WITHIN 10 COURSE OR 40 UNITS
(EXCLUDING IN-PROGRESS UNITS) OF COMPLETING DEGREE REQUIREMENTS

*Major _____ Option/Emphasis/Specialization _____
If your major requires an advisor approved course list, contract, or directed/career/technical elective list, to ensure the accuracy of your graduation check, submit the appropriate form with this request.

Minor (if appropriate) _____
   Contract must be filed in the Registrar's Office and requirements must be completed in the same quarter your graduate.

REQUESTING CURRICULUM YEAR CHANGE TO TERM OF GRADUATION (undergraduate students only)
For the purpose of meeting graduation requirements, undergraduate students remaining in continuous attendance may elect to meet the requirements in effect at the point of admission or when all graduation requirements will be satisfied. Students who have changed their major will automatically be placed under the curriculum year that is in effect when the change of major took place. Please check box to change your curriculum to term of graduation. Note: Curriculum change is void if student fails to graduate during the requested term of graduation. When graduation is deferred, students return to their previous curriculum year (degree requirements).

☐ Academic Year at time of Graduation**

** ***For Engineering Majors Only:*** *Associate Dean's Approval Required* _____ Date _____
   All requirements under requested curriculum year must be satisfied. For further information, refer to Cal Poly Catalog/ Election of Regulations

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☐ **MASTERS DEGREE   Anticipated Graduation Date: Quarter** _____ **Year** _____

Master's Degree in (please indicate field) _____
Graduate contracts must be approved by the Graduate Studies Office and filed with the Registrar's Office before completing this request.

Graduate Coordinator/Director Signature _____ **Date** _____

FOR REGISTRAR'S OFFICE USE ONLY: RECEIVED BY _____ **DATE** _____

MAJORS REQUIRING APPROVED LISTS

The number of electives may vary according to the curriculum year. Please refer to your own evaluation.

MAJOR	DOCUMENT NEEDED
Accounting	Career track (99-00 and prior)
Animal Science – Equine	Approved Cluster Courses – Support (95-96 and prior)
Animal Science – Animal Industries/Business Mgmt	Restricted Electives (04-05 and prior)
Art – (All Options)	Approved Electives
Biotechnology	State "Primary" Cluster; Advisor approval not required
Chemistry – Industrial and Chemical Sciences Options	Restricted Electives
Civil Engineering – General	Technical Electives
Communication – Communication Studies	Contract (99-00 and prior) required or State track (00-01 and later)
	Advisor approval not required
Computer Information Systems	Career Track (90-91 and later);
Construction Engineering Technology	Contract
E-Business	Sub-Area Courses – Core
Earth Sciences	Approved electives in core and support (97-98 and prior)
Economics	State Track; Advisor approval not required
Engineering Technology (All options)	Contract
English – English Education	State Track; Advisor approval not required
Environmental Biology	State Primary Clusters; Advisor approval not required
Finance Real Estate and Law	State Career Track; Advisor approval not required
Foods & Nutrition	State Career Track (96-97 and prior) Core/Support; Advisor approval
Gender, Ethnicity & Multicultural Studies (All options); and for GEMS option only	State Concentration; Advisor approval not required; include Support Select Electives
Graphic Design	Approved and Fine Art Electives
Hotel and Restaurant Management.	State emphasis (00-01 to 04-05) Advisor approval not required
International Business	Functional Specialization and Regional Emphasis (04-05 and prior)
	Functional Specialization (05-06 and later)
Kinesiology	State Track; Advisor approval not required
Landscape Irrigation Science	Directed electives (99-00 and prior)
Liberal Studies (excluding BA Credential option)	Concentration
Management & Human Resources	Career Goal Electives
Marketing Management	Career Track
Mathematics – Statistics	Core Select Electives
Mechanical Engineering	Technical Electives
Technology & Operations Management	Directed Electives
MASTER STUDENTS ONLY	Attach Graduate Contract or file with the Registrar's Office Before submitting request