GRADUATION CHECKLIST

_____I have applied for graduation and paid the application fee by the due date. Please review Graduate and Doctoral Graduation Timelines.

_____I have completed all coursework and degree requirements as outlined by my department and my Degree Progress Report.

_____I have submitted any possible petitions for course substitutions needed to complete degree requirements.

_____I am enrolled in the University during the semester in which I graduate.

_____I will complete the steps to submit my project or thesis by the deadline*

        *Fall 2025   December 19, 2025

        *Spring 2026   May 22, 2026

        *Summer 2026 August 17, 2026

_____My department will submit my Report of Culminating Experience electronically by the deadline certifying I have successfully completed a project, thesis, or comprehensive exam.

_____I have or will clear any outstanding obligations (fees, library books, fines, etc).

_____I will follow-up with my advisor to make sure all report in progress grades and incompletes are finalized by the due date posted on the Registrar's Office website.

TIPS:

The most effective way of ensuring you have completed all your coursework is to review your unofficial transcript and your degree progress report. Make sure all your grades are posted, including report in progress (RP) and Incompletes (I).

This checklist is available on the Graduate Studies Website:
https://www.cpp.edu/gradstudies/current-students/policies-procedures.shtml

Cal Poly Pomona Graduate Studies Office

https://www.cpp.edu/gradstudies/

2025-2026