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CalPoly
Pomona

Steps Toward Graduation



Rebecca Rivas – Office of Graduate Studies

Camry Carls – Registrar's Office

Graduation Vs. Commencement

Graduation

The term in which
you successfully
complete your
degree
requirements

Commencement

The college
ceremonies in
May

Commencement 2024

- **Who is eligible to participate?**
 - Fall 2023 graduates
 - Spring 2024 graduation applicants
 - Summer 2024 graduation applicants
- **Both Spring 2024 and Summer 2024 graduating students need to apply for graduation by March 15, 2024.**
- **For additional information regarding Commencement 2024, visit the Commencement Office's website.**

Graduation Application Timeline

Fall 2023

- **Graduation Application Deadline (apply via BroncoDirect)**
 - October 27th
 - Late applications accepted until the end of the Fall term (but may not be reviewed right away)

Graduation Pre-Checks

- Begins in November and continues through the end of the semester
- An initial review of your academic record will be completed
- Pending Graduate Academic Petitions will be processed
- You and/or Graduate Coordinator will be notified of any missing requirements

Graduation Clearance Period for Fall 2023

- January 9th – February 20th
- Awarding of degrees

Graduation Clearance Period

Fall 2023

- **Begins January 9th**
- A final review of your record will be completed
- If all graduation requirements have been met, your degree will be awarded
- You and Graduate Coordinator will be notified of missing requirements
- **Deadline – February 20th**
 - Outstanding requirements must be resolved **or in progress** of being resolved
 - **NOTE: Your Report of Culminating Experience has a different deadline!**
 - Graduation Application (including the fee) will be rolled over to the next graduation term (e.g. Spring 2024)

Graduation Checklist

<https://www.cpp.edu/gradstudies/documents/graduation-checklist2023-20241.pdf>

_____ I have applied for graduation and paid the application fee.

_____ I have an approved official master's contract (program of study) on file with the Graduate Studies Office.

_____ I have completed all coursework and degree requirements as outlined by my department and Masters' contract.

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

_____ I will submit my project or thesis by the deadline*.

* Fall 2023: December 20, 2023

* Spring 2024: May 24, 2024

* Summer 2024: August 14, 2024

_____ 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 adviser to make sure all report in progress grades and incomplete are finalized.

Project & Thesis Reminders

<https://www.cpp.edu/gradstudies/steps-towards-completing-your-thesis-or-project.shtml>

Fall Project/Thesis Workshop:

Nov. 1st at 4pm-5pm











Link to Register:

<https://tinyurl.com/2pn6ruhv>

Nov. 16th at 4pm-5pm

Link to Register:

<https://cpp.libcal.com/event/11228298>

1	KNOW YOUR DEADLINES 		7	OBTAIN ELECTRONIC SIGNATURES FROM COMMITTEE MEMBERS AND UPLOAD FOR COMMITTEE MEMBERS' APPROVAL	
2	CHOOSE A TOPIC		8	SUBMITTING THE FINAL VERSION OF YOUR THESIS OR PROJECT FOR LIBRARY FORMAT REVIEW	
3	SUBMIT DRAFT TO ADVISOR			FOR PROJECTS DOCUMENTED WITH AN ABSTRACT, PLEASE SKIP THIS STEP.	
4	ATTEND A FORMATTING & SUBMISSION WORKSHOP 		9	HAVE YOUR COMMITTEE CHAIR SUBMIT YOUR REPORT OF CULMINATING EXPERIENCE	
5	REVIEW THE PROJECT/THESIS FORMATTING GUIDELINES 		10	SUBMIT APPROVED PROJECT ABSTRACT, PROJECT REPORT, OR THESIS TO BRONCO SCHOLARWORKS BY THE DEADLINE 	
6	COMPLETE YOUR PROJECT OR THESIS				

Key Dates for Graduation Fall 2023

<https://www.cpp.edu/gradstudies/key-dates/fall.shtml>

Event	Key Dates
Project/Thesis Submission Workshops	Nov. 1 & Nov. 16, 2023
Fall 2023 Graduation Application Deadline	Oct. 27th, 2023
Last Day to Submit Project/Thesis to Adobe Sign	Dec. 20th, 2023
Report of Culminating Experience Deadline	Dec. 20th, 2023
Last Day to Upload to BroncoScholar	Dec. 22nd, 2023
Beginning of Degree Awarding Period	Jan. 9th, 2024

Diploma/Employment Verification

- **Diplomas**

- Ordered once your degree is posted
- Ordered weekly – please allow 14-21 business days to receive
- Diplomas sent internationally are not guaranteed to arrive

- **Unofficial Transcripts**

- Degree conferral date automatically displays once degree posts
- Current students may access via BroncoDirect

- **Official Transcripts**

- Order via The National Student Clearinghouse (NSC)
- Visit the Registrar's Office website for more info



Diploma/Employment Verification

- **Letter of Expected Degree**


- To be given to a prospective employer or institution
- Can be issued before your degree is officially awarded as proof of ***expected*** graduation
- Email the Bronco Advising Center to request letter - bac@cpp.edu

- **Degree Verification Letter**

- To be given to a prospective employer or institution
- Can be issued once your degree has been awarded
- Email the Bronco Advising Center to request letter - bac@cpp.edu

Additional Resources

- **Graduate Studies Office:** www.cpp.edu/~gradstudies
Contact info: gradstudies@cpp.edu
 - Program of Study, Project/Thesis submission, Graduate Academic Petitions, Graduate student policies
- **Registrar's Office:** <https://www.cpp.edu/registrar//index.shtml>
 - Applying for Graduation, Graduation Application Dates/Deadlines, Diploma information, ordering transcripts
 - Graduation status: tga@cpp.edu
- **Commencement Office:**
<https://www.cpp.edu/commencement/index.shtml>



Q & A