GRADUATION CHECKLIST
GRADUATE STUDIES

_____ 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.

TIPS:

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

Students admitted after Fall 2022 should follow their degree progress report.

Cal Poly Pomona
The Office of Graduate Studies