

### Request to Change Graduation Date

**Please note:**

- Your graduation date should coincide with the term in which you are completing your last degree requirement.
- Following the submission of this form, please allow three to five business days in order to be given access to register for a future term. *There is no option to expedite this process.*
- Post-baccalaureate students will be charged a \$10 late filing fee if this form is submitted after the initial filing deadline (the preceding March 1<sup>st</sup> for Fall & Winter graduation, and preceding October 15<sup>th</sup> for Spring & Summer graduation).
- All students will be charged a \$10 fee if requesting to move their graduation date backwards, e.g., from Summer to Spring, and must also submit a "Request to Apply for Graduation After the Published Deadline" form. Please note that such requests may not be possible, depending on the timing.
- If it has been more than one academic year since you were enrolled at CSULB, excluding students who have been granted a formal Educational Leave, you must submit a "Request for Reactivation of Graduation" form instead of this Request form.
- Students may not be on an approved Educational Leave during the same term for which they have filed to graduate.
- For more information, please call the Office of Enrollment Services at 562-985-5471.

Check one:  Undergraduate  Graduate

Last term attended: \_\_\_\_\_

\_\_\_\_\_  
Name (Last, First, Middle)

\_\_\_\_\_  
Campus ID Number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Phone Number

**CHANGE GRADUATION DATE ON FILE FOR:**

Program Type (check one):  Degree Program  Certificate Program  Both

From (current term/year on file): \_\_\_\_\_

To (desired term/year): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Enrollment Services Staff Use Only:	Official Date Stamp & Staff Initials:
<p>Fees: <input type="checkbox"/> Missed Deadline Fee</p> <p><input type="checkbox"/> Moving to an Earlier Date Fee: Is the "Request to Apply for Graduation After the Published Deadline" attached? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> No Fee Required</p> <p>If the student is on an Educational Leave, has he/she submitted the proper corresponding paperwork? <input type="checkbox"/> yes <input type="checkbox"/> no</p>	