

## GRADUATION CHECKLIST

\_\_\_ I have applied for graduation and paid the application fee.

\_\_\_ 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 submit my project or thesis by the deadline\*

\* Fall 2024: December 20, 2024

\* Spring 2025: May 23, 2025

\* Summer 2025: August 11, 2025

\_\_\_ 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 or 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/>