

## REQUEST FOR GRADUATION EVALUATION

**IMPORTANT: Please read, then detach and keep for your reference  
Before submitting this form you MUST:**

- 1) **Undergraduate Students:** Please fill out page 1 of the form below and submit it to the Evaluation's office.

<http://www.cla.calpoly.edu/jour/Grad-eval.pdf>

**Note: Leave the Spec/Conc: line blank. Also, there is no need to attach a "Technical Elective Statement" if your electives are on the approved list. (See list below for BRAE & ASM.)**

<http://www.brae.calpoly.edu/forms/ASM%20Advisor%20Approved%20Electives.pdf>

<http://www.brae.calpoly.edu/forms/BRAE%20Advisor%20Approved%20Electives.pdf>

- 2) **Graduate Students:** Do not submit your request here. Submit your Request to the Graduate Programs Office (Bldg 38, Room 154), where you can ensure that all your paperwork (Formal Study Plan, Advancement to Candidacy) is in order.
- 3) Make sure your **mailing** address is updated on the portal. Your graduation evaluation and diploma will be mailed to this address. You may update this information at <https://my.calpoly.edu> under the Personal Info tab and My Student Info section. Please make sure that this address is accurate after graduation to ensure the receipt of your diploma.

**Also, be sure to verify your DIPLOMA NAME on the Portal, and update it if needed. You are responsible for making sure your diploma reflects the name you want.**

### **When will you be hearing from us?**

You must submit your request **FOUR** quarters in advance of your completion term to receive a graduation evaluation before you graduate. Your graduation evaluation will be mailed to you approximately **TWO** quarters prior to your completion term if your request was submitted four quarters in advance.

If you are submitting your request within three quarters of graduation, you will want to see an advisor in your department for guidance regarding your final degree requirements. You **will** be able to walk in the ceremony, and we will review your record to determine degree completion. However, you are not guaranteed a graduation evaluation before the completion of your coursework if your request is not submitted four quarters in advance. You will hear from us the quarter after you graduate regarding the completion of your degree or your remaining degree requirements.