Graduation Checklist for Graduate Students

Use the Graduation Checklist on this page to advance toward your degree, avoid common roadblocks, and graduate in a timely manner.

If you have additional questions after reviewing the Graduation Checklist, please review the FAQs or contact your academic advisor.

Open All/Close All

☐ **Review requirements for your degree**
  ➢ Log onto your myCSUB Student Center and choose "Academic Requirements" from the drop-down menu. Your Academic Requirements screen is based on the requirements of the catalog in which you plan to graduate. The screen provides a detailed summary of your degree requirements – both completed and still unmet.

☐ **Meet with your Academic Advisor**
  ➢ Before you apply for graduation, review your academic requirements and confirm with your advisor that you are within one semester of completing all remaining graduation requirements.

    Verify with your advisor that any exceptions, waivers, and/or substitutions have been submitted.

☐ **Apply online for graduation**
  ➢ Log into myCSUB and view Student Center. Select "Apply for Graduation" from the drop-down menu. Click "Apply for Graduation." Select the expected term of graduation. Click "Continue." Verify Graduation Data. Click "Submit Application." Visit Graduation and Commencement at CSUB for more information.

☐ **Pay the application fee**
  ➢ After you have successfully submitted your application, you will be required to pay the application fee of $70.00 online through your myCSUB or in person at the Cashier's window. This will initiate the graduation evaluation process and an invitation to participate in the commencement ceremony.

☐ **Resolve all pending grades (I, RP, RD)**
  ➢ All pending grades such as "I" Incomplete, "RP" Report in Progress, and "RD" Report Delayed must be changed before degree can be awarded.

☐ **Clear any holds on your account**
  ➢ You can view any holds you may have in your myCSUB Student Center, as well as contact information and additional information pertaining to clearing the hold.

☐ **View academic requirements and graduation status regularly**
  ➢ **What does my graduation status mean?**

Eligible to Apply	You may be eligible to apply for graduation online through your myCSUB
Applied	You have successfully submitted your application for graduation
Needs to complete pending work	Your application for graduation has been reviewed. An email response will be sent with unmet requirements that should be completed for degree.
Denied	Degree requirements have not been met by the end of your expected graduation term.
Degree Awarded	All requirements for your degree have been completed.

☐ **Satisfy all requirements for your degree including the following:**
  ➢ 1. A minimum of 30* semester units of which consists of:
       ✓ A minimum of 21 units at CSUB
       ✓ A maximum of 9 approved transfer units may be used from any other institution
     * Additional units may be required based on your program and catalog.

  2. A minimum of 3.00 in program GPA.

  3. Graduation Writing Assessment Requirement (GWAR) by course (with a grade of C- or better) or exam (with a score of 8 or higher). CSU and UC graduates have satisfied this requirement by earning their bachelor's degree.

  4. Some programs require both a final comprehensive examination and either a thesis or project, which needs to be completed by the end of expected graduation term.

  5. All degree requirements must be completed within 7 years of the semester in which you attempted the first course for your program.

For printable version, **Graduation Checklist for Graduate Students**