Date of Graduation: May 7, 2016  
Date of Application Deadline: March 4, 2016

To All College of Liberal Arts Degree Candidates:

- **PLEASE NOTE:** Both an on-line application and a paper application MUST be submitted in order for your Graduation Application to be complete.  
  (see instructions below)

- If you have a Summer 2016 schedule and need those classes to meet your requirements for graduation, DO NOT complete this application – only those students who have met all of the requirements to graduate in Spring 2016 should apply now.

**GRADUATION INSTRUCTIONS**

As you approach Spring Graduation from California University of Pennsylvania on May 7, 2016 the College of Liberal Arts has outlined the following steps in order for you to complete all final graduation procedures. Please review carefully and print a copy for future reference.

1. **Applying for Graduation:** Graduation Applications can be obtained on-line and in the College of Liberal Arts (Duda Hall, Room 111). The application(s) should be completed no later than March 4th in order to be eligible to graduate.

   - When applying “on-line” enter the VIP Portal at [www.calu.edu](http://www.calu.edu). Login to VIP; under the CAL U tab, click Banner Self-Service. Click Student; then click student records. Arrow down and click Apply to Graduate (this will take you to the page where you can complete a paper application AND the on-line application).

   - To complete the on-line application, go to “Select Curriculum” and click the radio button next to your current curriculum and you will be directed to the on-line process.

   - Verify that your program and major are correct. If there is a problem with your program or major, STOP and contact the office on the next business day. Once your major and program are correct, you can reapply.

   - If you are completing two (2) degrees, you must apply to graduate for both degrees.

You must complete and print the paper application. Click on the “Application for Graduation” and either hand-carry to the office (Duda Hall, Room 111) or mail to:

California University of Pennsylvania  
College of Liberal Arts #52  
ATTN: Melissa A. Shupe-Sheridan  
250 University Avenue  
California, PA 15419

2. **Clearance of Outstanding Debts/Obligations:** Please make sure that you have taken care of all your outstanding financial issues, parking tickets, return library books, return borrowed equipment, and complete your Federal Stafford Loan Exit Counseling Interview, (if applicable). **This must be finalized before graduation (approximately 3 weeks) otherwise, you will not be eligible to graduate. Important:** To check if you have any holds that need your attention, please visit the VIP Portal. You will be notified if you have any graduation clearance issues via your CAL U e-mail.
3. **Repeat Courses:** Courses repeated are not automatically flagged. It is the student’s responsibility to check his/her record to be sure that all is in order. If there’s an issue with these courses, please contact Academic Records (724) 938-4435 to inform them that you have repeated course work. **This is extremely important so that there is not a hold-up with graduation at the end of the term.**

4. **Incomplete Grade(s):** All Incomplete courses must be completed by the student and the grade submitted by the instructor of the course by the end of the graduating semester. **It is the student’s responsibility to contact the instructor regarding the Incomplete grade. A diploma will not be issued with Incomplete course work.** Incomplete courses will turn into an F if you choose not to make-up the coursework.

5. **Transfer Courses:** Remember that all transfer courses must be submitted by the end of the graduating term. The official transcript should be sent to the Office of Articulation & Transfer Evaluation. Please notify Ms. Sheridan in the College of Liberal Arts of transfer credits in your final semester. **A diploma will not be issued with outstanding transfer credits.**

6. **University Policy States:** You MUST have a minimum of 120 earned credits and an overall QPA of 2.00 to be eligible to graduate. Developmental courses (MAT 098, DMA 092, DMA 094, ENG 100 and EDE 100) do NOT count toward graduation. Therefore, those credits are subtracted from the total earned credits on your transcript and may put you below the 120 credit minimum.

7. **Receiving your Diploma:** Diplomas will be mailed to the address listed on your application mid-June.

**Graduation Announcements:** You will be invited to attend Commencement on May 7, 2016. Additional information will follow during the spring semester and you can visit the Commencement website page at [http://www.calu.edu/events/commencement/](http://www.calu.edu/events/commencement/).

Most correspondence will be done via e-mail. Please check your CAL U e-mail or provide your personal e-mail address for important updates. Additional graduation information will be forthcoming throughout the Spring semester.

These steps adhere to the policies implemented by California University of Pennsylvania. If you have further questions or concerns regarding this graduation process, please contact the College of Liberal Arts @ (724) 938-4240.

Thank you and good luck!

Dr. Mohamed Yamba, Dean
Melissa A. Shupe-Sheridan, Administrative Assistant
The College of Liberal Arts