



# California University of Pennsylvania

## **ATTENTION MAY 2010 GRADUATES:**

**\*\*\*THE DEADLINE TO APPLY FOR THE MAY 2010 GRADUATION IS  
FRIDAY, FEBRUARY 26, 2010.**

Below are the steps necessary to complete the May 2010 graduation requirements for the Eberly College of Science and Technology: *Please review them carefully and print them out for your future reference.*

**\*\*\*Please Note: It is the student's responsibility to check his/her record to be sure that everything is in order for graduation.**

**APPLICATION FOR GRADUATION:** All May 2010 graduates must complete an "Application for Graduation" on or before Friday, February 26, 2010. The application can be obtained in the Eberly College of Science and Technology office (Eberly 330) or may be completed online at [www.calu.edu](http://www.calu.edu). If you prefer to complete the application online, you must print out the completed form and either hand carry it to our office (Eberly 330), or mail it to The Eberly College of Science and Technology, Eberly Building, Suite 330, California University of Pa., 250 University Ave., California, PA 15419.

**OUTSTANDING DEBTS:** Please make sure that you have taken care of all of your outstanding debts/fines, returned all library books, returned all borrowed equipment, and did your Federal Stafford Loan exit counseling ([www.cup.edu/financial\\_aid](http://www.cup.edu/financial_aid)). If these are not completed before graduation, you will not be eligible to graduate. To check if you have any holds that need your attention, please visit the Student Services website (<https://sisweb.cup.edu>), click on Enter Student Services, login – click on

Student Records, then click on Holds in the drop down list. You will be notified if you have any clearance issues either by mail, email, or phone.

**REPEAT COURSES: \*\*\*Repeated courses are NOT automatically flagged!**

Please be aware that if you repeated courses, those credits must be subtracted from your total earned credits which may put you under the required 120 credit total needed to graduate. Remember: it is the student's responsibility to check his/her record to make sure that everything is in order and to notify the Academic Records Office and the Dean's Office concerning repeated courses.

**DEVELOPMENTAL COURSES THAT DO NOT COUNT TOWARD**

**GRADUATION:** Please be reminded that **MAT 098, DMA 092, ENG 100 and EDE 100 do NOT count toward your graduation requirements;** therefore, these credits must be subtracted from the total earned credits on your transcript and may put you below the 120 credit minimum.

**INCOMPLETE GRADE(S):** If you have an incomplete grade in a course, the Change of Grade Form must be submitted by the instructor to the Academic Records Office. Remember: it is the student's responsibility to contact the instructor regarding an incomplete grade and intention to graduate.

**TRANSFER OF COURSES:** All transfer courses must be submitted by the end of the semester or earlier. Please indicate on the graduation application any transfer courses you are **CURRENTLY TAKING** to complete your graduation requirements. After completion of the transfer course, you must have an official transcript sent to California University as soon as possible.

**DIPLOMAS:** All graduates will be invited to attend the May 2010 commencement ceremony and you will receive your diploma at that time. However, if you choose NOT to participate in the commencement ceremony, you may pick up your diploma after graduation. NOTE: IF YOU APPLIED LATE FOR GRADUATION, YOUR DIPLOMA WILL BE LATE.

**MAILING OF DIPLOMAS:** If you do not attend commencement, you may request to have your diploma mailed. The cost of mailing a diploma is \$4.00 at this time, but may increase in the near future. Checks should be made payable to "California University of PA" and submitted to the Eberly College of Science and Technology, Eberly Building Suite 330, California University of PA, 250

University Ave, California, PA 15419. Please include your new campus wide identification number on your check or money order!

The points outlined above are policies implemented by California University of PA. If you have any questions regarding the procedures for graduation, please contact the Eberly College of Science and Technology office at 724-938-4169. Please check your Cal U email account frequently since most correspondence will be done via email. If you do NOT have a current, Cal U email address, please provide your personal email address to receive graduation information.

**More graduation information will be forthcoming. Please check your email frequently.**

Thank you for your cooperation and best of luck in the future.