ATTENTION: EBERLY COLLEGE OF SCIENCE AND TECHNOLOGY
UNDERGRADUATE STUDENTS –

***IF YOU ARE PLANNING TO GRADUATE ON DECEMBER 18, 2010, the
DEADLINE TO APPLY FOR GRADUATION IS FRIDAY, SEPTEMBER 24, 2010.

Below are the steps necessary to complete the December 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 academic audit to
be sure that everything is in order for graduation.

APPLICATION FOR GRADUATION: All December 2010 graduates must complete an
“Application for Graduation” on or before SEPTEMBER 24, 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. 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). 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 academic audit to make sure that everything is in
order and to notify the Academic Records Office and the Dean’s Office concerning repeated
courses or any other issues.
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(s), please have an official transcript sent as soon as possible to: The Eberly College of Science and Technology, Eberly Building, Suite 330, California University of Pa., 250 University Ave., California, PA 15419.

DIPLOMAS: All graduates will be invited to attend the December 2010 commencement ceremony; 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 (AFTER SEPTEMBER 24), YOUR DIPLOMA WILL BE ON THE LATE ORDER AND MAY NOT BE AVAILABLE TO YOU UPON GRADUATION; IF THIS IS THE CASE, YOU WILL BE GIVEN A “BLANK” DIPLOMA AT COMMENCEMENT.

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 (CWID) 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 throughout the semester. Please check your email frequently.

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