



California University of Pennsylvania

ATTENTION: EBERLY COLLEGE OF SCIENCE AND TECHNOLOGY BACHELOR AND ASSOCIATE DEGREE STUDENTS –

IF YOU ARE PLANNING TO GRADUATE IN MAY 2012, the **DEADLINE TO APPLY FOR GRADUATION IS FRIDAY, MARCH 2, 2012.**

Below are the steps necessary to complete the May 2012 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 YOUR responsibility to make sure that everything is in order for you to be eligible to graduate.

*****Please Note: Both an on-line application and a paper application MUST be submitted in order for your Graduation Application to be complete.**

1. APPLICATION FOR GRADUATION: All May 2012 graduates must complete two (2) "Applications for Graduation" before March 2, 2012 in order to be eligible to graduate (please see below):

- You must apply online through the VIP Portal **AND,**
- You must obtain a paper application, either in the Dean's office (Eberly 330) OR go to (www.calu.edu/current-students/application-for-graduation/index.htm) and print out the Eberly College of Science and Technology application, complete it, and hand carry to the Dean's office in Eberly 330 OR mail to the address below:

Sue A. Bella
Eberly College of Science and Technology
California University of Pa.
250 University Ave.
California, PA 15419

1. COMMENCEMENT CEREMONY: All May graduates will be invited to attend the commencement ceremony which will be held on May 12, 2012 at 10:00 a.m. (more information to come later in the semester). You will receive your diploma at this time.

2. **FINANCIAL OBLIGATIONS/DEBTS:** Please make sure that you have taken care of all of your outstanding debts and fines, returned all library books, returned all borrowed equipment, satisfied your health insurance requirement (if it pertains to you) and did your Federal Stafford Loan exit counseling (www.cup.edu/financial_aid). These issues must be addressed before you will be eligible to graduate. Please visit the VIP Portal to check to see if you have any holds on your record.
3. **CREDIT/QPA REQUIREMENT:** University policy states that you must earn at least 120 credits and have at least a 2.00 overall QPA in order to be eligible to graduate.
4. ****REPEAT COURSES: Repeated courses may NOT be automatically flagged!**
Please be aware that if you repeated courses in which you received a D or better, 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 YOUR responsibility to check your academic audit/advisement sheet 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.
5. **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.
6. **INCOMPLETE GRADE(S):** If you have an incomplete grade in a course, please be aware that it must be made up in order to be eligible to graduate. Remember: it is YOUR RESPONSIBILITY to contact the instructor regarding your incomplete grade and intention to graduate.
7. **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.
8. **DIPLOMA PICKUP:** If you choose NOT to participate in the commencement ceremony, you may pick up your diploma beginning May 14, 2012. Please note that if you applied late for graduation (after the deadline date of March 2, 2012), your diploma may not be available. Please call 724-938-4169 to make sure your diploma is available to you before coming to campus to pick it up.

- 9. 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 daily for updates.

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

Sue A. Bella, Administrative Assistant
Eberly College of Science and Technology