

**PLEASE NOTE: BOTH AN ONLINE AND PAPER APPLICATION MUST BE SUBMITTED IN ORDER FOR YOUR GRADUATION APPLICATION TO BE COMPLETE!!**

**Please log on to VIP, Click on “View My Schedule”, then “Concise Schedule”, CLICK on the “Student tab” then “Student Records”, then you will see:**

**Apply to Graduate.**

**GRADUATION APPLICATION  
SCHOOL OF GRADUATE STUDIES AND RESEARCH  
May, 2012**

**Degree:** MA \_\_\_\_\_ MED \_\_\_\_\_ MS \_\_\_\_\_ MSW \_\_\_\_\_ MAT \_\_\_\_\_  
Ed.S. Certificate \_\_\_\_\_

**Major:** \_\_\_\_\_

**NAME (As you wish it to appear on diploma): (Please print clearly):**

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| <b>First</b> | <b>Middle</b> | <b>Last</b> |
|--------------|---------------|-------------|
|--------------|---------------|-------------|

**Student ID Number:** \_\_\_\_\_  
(eight digit number beginning with “10”)

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Cal U Email address: \_\_\_\_\_

Research requirement (if applicable):

Thesis: \_\_\_\_\_ Project: \_\_\_\_\_ Paper: \_\_\_\_\_

Research Advisor: \_\_\_\_\_

Title of Research: \_\_\_\_\_

**Please email the RESEARCH TITLE AND NAME OF THE ADVISOR to [petrisek@calu.edu](mailto:petrisek@calu.edu) no later than February 22, 2012. If an email is not received it is not guaranteed that it will be listed in the commencement brochure.**

**I WILL** participate in commencement exercises on **May 11, 2012:** \_\_\_\_\_

**I WILL NOT** participate in commencement and will receive my diploma *in Absentia* \_\_\_\_\_

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**GRADUATION CHECKOUT**

**If you are not planning on attending the commencement** please enclose a check made payable to “**California University of PA**” in the amount of **\$6.00 for the cost of postage**. If you plan on attending the commencement in May, you need not pay the \$6.00 mailing fee.

This application and payment must be mailed to Graduate Studies, 250 University Ave, California PA 15419 **no later than** February 29, 2012.

In order for your application for graduation to be processed, you must not have any holds on your transcript. These could include: Tuition, Parking Fines, Bookstore, Library and SAI. The School of Graduate Studies and Research will check for clearances.

**If there are requirements missing that prevent you from being cleared to graduate, you will be notified through your California University of PA email account.** If you are not aware of how to access this email account, please contact the help desk at 724.938.5911 or at [helpdesk@calu.edu](mailto:helpdesk@calu.edu).

\_\_\_\_\_  
STUDENT’S SIGNATURE                      DATE

\*\*If it is determined that you have not met all of the requirements to graduate, you must submit a new application for graduation at the beginning of the next semester.

I have reviewed the above student’s record. Based on that review, I make the following recommendation to the Dean for the School of Graduate Studies and Research:

Passing comprehensive exams is a requirement for this program:  
\_\_\_\_\_ YES                      \_\_\_\_\_ NO  
Student has passed the comprehensive exams:  
\_\_\_\_\_ YES                      \_\_\_\_\_ NO  
PORTFOLIO a requirement for this program:  
\_\_\_\_\_ YES                      \_\_\_\_\_ NO  
Student has successfully completed portfolio:  
\_\_\_\_\_ YES                      \_\_\_\_\_ NO

- \_\_\_ All requirements for this degree have been completed with a satisfactory QPA.
- \_\_\_ Pending the successful completion of the course in current semester, all requirements are satisfactory
- \_\_\_ The following curricular requirements are missing from the program and must be completed before a final review can take place:

\_\_\_\_\_  
Advisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_