



California University of Pennsylvania

RE: GRADUATION INSTRUCTIONS

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

Dear Liberal Arts Degree Candidate:

As you approach **Spring 2012 graduation** from **California University of Pennsylvania**, 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.

- Apply for Graduation:** Graduation Applications can be obtained in the College Office (Duda Hall, Room 111) or may be completed “on-line”. **Application deadline – March 2, 2012.**

*** If applying “on-line” (www.calu.edu/current) you must print the application and either hand-carry to the office (Duda Hall, Room 111) or mail to:
California University of PA
College of Liberal Arts #52
250 University Avenue
California, PA 15419
- 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.
- 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 a course. ***This is extremely important so that there is not a problem or hold-up with graduation at the end of the term.***
- Incomplete Grade(s):** All incompletes must be completed by the student and the grade submitted by the instructor of the course by the end of the semester. **It is the student’s responsibility to contact the instructor regarding the incomplete grade.**
- Transfer Courses:** Remember that all transfer courses must be submitted by the end of the term (or ASAP). **Note:** Please notify Missy Sheridan in the College of Liberal Arts of transfer credits in your final semester.
- 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, 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:** You will be invited to attend May Commencement – further information will follow. However, if you choose not to participate in the ceremony, you may pick up your diploma in the College of Liberal Arts (Duda, Room 111) after graduation, **or** if you would like to have it mailed, make a check or money order payable to “California University of PA” for **\$4.00** to cover the cost of postage which is required. Cash is acceptable for the exact amount. Please include your Campus Wide ID# on your check or money order.

Please Note: If you choose not to participate in the commencement ceremony, you may pick-up your diploma beginning May 14, 2012. If you applied late for graduation (**after the deadline date, March 2, 2012**), your diploma may not be available. Please contact 724/938-4240 to make sure your diploma is ready for pick-up before coming to campus.

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.

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

Thank you and good luck!

California University of Pennsylvania,
College of Liberal Arts