

How to file for graduation in the College of Agriculture (1/08)

The following outline reflects the process for completing your major requirements. Please remember to check with a GE evaluator one year in advance of graduation to make sure your GE is complete.

1. Obtain graduation application packet from Meriam Library 180.
2. To graduate at the end of spring semester, file by May 15 of the preceding year.
To graduate at the end of fall semester, file by August 15 of the preceding year.
3. Obtain a Major Clearance Form from Plumas 317 for your catalog year. Or you can go to the following website:
http://www.csuchicoag.org/Student_Resources/Student_Resources.asp to obtain the appropriate form.
4. Go to your portal and print a copy of all of the classes you have completed (degree audit).
5. Schedule a brief meeting with your faculty advisor to make sure you know how to fill out the “grad check” correctly. In order to complete the form correctly, you need to know the units of the course, your grade and whether it is “LD” (lower division) or “UD” (upper division). For all transferred courses (from a community College or University), you need to know the **course number where the course was taken, as well as units and grade**. If courses are in progress, indicate “IP” in the grade column. If course are still to be completed, indicate “TBC” in the grade column.
6. The form needs to be completed in dark pen or electronically (from the forms page). Do a draft first, and then meet with your faculty advisor to make sure the form is completed correctly.
7. When the form is complete, make sure you sign and date the form and have your faculty advisor do the same. Drop the form in Plumas, 317 for the Program Coordinator’s signature. Leave contact information with the form (phone, email) in case there are questions. When the form has been signed by the program coordinator, it will be copied for your file and you will be notified.
8. Return to Plumas, 317 and pick up the signed form and take the original to Meriam Library along with your completed graduation application packet.
9. If your classes change from your “grad check” after it was submitted, you WILL NOT GRADUATE, unless you return to your advisor and submit a SUBSTITUTION/WAIVER FORM that also must be signed by the Program Coordinator.
10. In about 3 months, you will receive a notice from the Records Office after the “grad check” has been evaluated. Read it carefully. The report should indicate what you have left to take in order to complete your graduation requirements. Please bring any questions to your academic advisor.
11. Congratulations---you have almost made it!!!!