

## Applying for Graduation and Commencement at Chico State

**Note: This process begins one full year before your planned graduation semester**

### **Step One: Clear your Child Development major and declared minors**

The process of clearing your Child Development major is completed during a scheduled advising appointment early in the semester one year before your anticipated graduation term. At this time a full review of major requirements will be completed, needed substitutions will be processed and any outstanding issues in the major will be identified.

If you are pursuing a minor, make sure that it is declared before clearing your major and filing for graduation. Each department manages their minors differently, check with your minor department for specific information on whether clearing your minor.

### **Step Two: Complete University process**

#### *University Graduation Application*

After successfully clearing your major, submit the online graduation application and pay the graduation filing fee. The online application and instructions for completing the form are located on the Academic Evaluations home page at [www.csuchico.edu/evaluations](http://www.csuchico.edu/evaluations). Select Forms and then Graduation Application. For questions, contact the Registrar's office at 530.898.5957

#### *Filing Fees*

The graduation filing fee is \$68. If you miss the deadline, listed below, there will be a late fee of \$10. If you change your graduation date after filing, you need to refile with a cost of \$8.

#### *Filing Deadlines*

Spring Semester	May 15 of previous year
Fall Semester	December 15 of previous year

### **Step Three: File for commencement**

Chico State holds one commencement ceremony annually in the spring. To participate in the Commencement Ceremony you must register to walk. For students graduating in the Fall, the expectation is that they will participate in the commencement ceremony in their calendar year of their planned graduation, but students may also choose to delay walking until the next spring.

To register for participation in the Commencement Ceremonies, locate the commencement schedule, and learn about tickets to the ceremony go to the Commencement Information website at [www.csuchico.edu/commencement](http://www.csuchico.edu/commencement). Note that commencement arrangements are different each year.