



California University of Pennsylvania

Dear Science and Technology Degree Candidate:

Below are the steps necessary to complete the December 2009 graduation requirements for the Eberly College of Science and Technology: *Please review them carefully.*

*****DEADLINE TO APPLY: FRIDAY, SEPTEMBER 25, 2009.**

APPLICATION FOR GRADUATION: All December 2009 graduates must complete an “Application for Graduation on or before Friday, September 25, 2009. The application can be obtained in the Eberly College of Science and Technology office (Eberly 330) or may be completed online at www.calu.edu. If you prefer to complete the application online, you must print out the completed form and either hand carry it to our office (Eberly 330) or mail it to The Eberly College of Science and Technology, Eberly Building, Suite 330, California University of Pa., 250 University Ave., California, PA 15419.

OUTSTANDING DEBTS: Please make sure that you have taken care of all of your outstanding debts/fines, returned all library books, returned all borrowed equipment, and did your Federal Stafford Loan exit counseling (www.cup.edu/financial_aid). If these are not completed before graduation, you will not be eligible to graduate. To check if you have any holds that need your attention, please visit the Student Services website (<https://sisweb.cup.edu>), click on Enter Student Services, login – click on Student Records, then click on Holds in the drop down list. You will be notified if you have any clearance issues either by mail, email, or phone.

REPEATED COURSES: If you have repeated any courses, you must complete a “Notification of Repeated Course” form in the Office of Academic Records. Also, you must indicate on your application for graduation the course that was repeated, the semester you originally took the course and the semester you repeated the course so that your official transcript can be adjusted accordingly. If you fail to do this, please be aware that you may not have enough credits to graduate. Remember: it is the student’s responsibility to notify the Academic Records Office and the Dean’s Office concerning repeated courses.

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.

INCOMPLETE GRADE(S): If you have an incomplete grade in a course, the Change of Grade Form must be submitted by the instructor to the Academic Records Office. **Remember: it is the student's responsibility to contact the instructor regarding an incomplete grade.**

TRANSFER OF COURSES: All transfer courses must be submitted by the end of the semester. Please indicate on the graduation application any transfer courses you are ***CURRENTLY TAKING*** to complete your graduation requirements.

DIPLOMAS: All graduates will be invited to attend the December 2009 commencement ceremony; you will receive more information regarding commencement later in the semester.. However, if you choose not to participate in the commencement ceremony, you may pick up your diploma after graduation free of charge in the Eberly College of Science and Technology office Monday through Friday between the hours of 8:00 a.m. – 4:00 p.m. **NOTE: IF YOU APPLIED LATE FOR GRADUATION, YOUR DIPLOMA WILL BE LATE.**

You may also 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 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.**

Thank you for your cooperation.