

Dear Liberal Arts Degree Candidate:

### **GRADUATION INSTRUCTIONS**

As you approach December 2009 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 them carefully.

1. **Apply for Graduation:** Graduation Applications can be obtained in the College Office (Duda Hall 111) or may be completed “on-line”. **Application deadline – September 25.**  
  
\*\*\* If applying “on-line” ([www.calu.edu/current](http://www.calu.edu/current)) the form must be printed out and either hand-carried to the Office or mailed to: College of Liberal Arts – Duda Hall 111, California University of PA, 250 University Avenue, California, PA 15419.
2. **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 ([www.calu.edu/financialaid](http://www.calu.edu/financialaid)). **These must be finalized before graduation (approximately 3 weeks) otherwise, you will not be eligible to graduate. Important:** In order for you to check if you have any holds that need attention, please visit the Student Services Website (<http://sisweb.calu.edu>), click on “Enter Student Services”, login – click on “Student Records”, then click on “Holds” in the drop-down list.
3. **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 stop in the Dean’s Office (Duda Hall 111) or call (724-928-4240) and speak with Karen. This is extremely important so that there isn’t a problem or hold-up with graduation at the end of the term.
4. **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. **Note:** You may have to remind the faculty member of your intention to graduate.
5. **Transfer Courses:** Remember that all transfer courses must be submitted by the end of the term (or asap). **Note:** Please notify Karen in the College Office of final courses yet to be transferred.
6. **Receiving Diploma:** You will be invited to attend the December Commencement – further information will follow. However, if you choose not to participate in the ceremony, you may pick up your diploma in the College Office beginning January 4, 2010 **or** if you’d like to have it mailed, a check payable to “California University of PA” for **\$4.00** to cover the cost of postage is required. Cash (exact amount) is also acceptable.

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 Office (724/938-4240). Thank you for your cooperation. Good Luck!