

Steps to Graduation: Checklist & Forms

Students can utilize the following checklist to help insure they are following all the steps required to complete their graduate program:

Checklist

- Apply to Cal Poly through Admissions Office or Apply to BMS through Department: (only if applying to BMS program, submit **Postbaccalaureate Change of Objective Form** during the quarter when you complete 180 units).
- Accepted to graduate program; attend GradEd Orientation meeting.
- Meet with Graduate Coordinator and select Graduate Advisor
 - Determine culminating experience: Thesis, Project or Exam.
 - Develop research objectives.
 - Identify members of evaluation committee.
- Submit **Working Formal Study Plan Form**
 - Must be submitted by end of 1st quarter in the Program.
- Complete Graduation Writing Requirement (GWR)
 - Should be fulfilled during the 1st quarter in the program.
- Submit **Advancement to Candidacy Form**
 - Must be submitted 1 quarter prior to Commencement.
- Submit **Request for Graduation Evaluation Form**
 - June graduation ceremony: submit form within first 3 weeks of beginning of Spring quarter.
 - December graduation ceremony: submit form within first 3 weeks of Fall quarter.
 - **Final Formal Study Plan** must be submitted with Request for Graduation Evaluation.
- Submit **Thesis, Project or Exam Approval Form**
 - Follow procedures to upload thesis to Digital Commons.

All forms must be turned in to the Graduate Education Office in Building 116, Room 214 for processing and final signature of Grad Ed Director.