

TIMELY GRADUATION APPEAL

In accordance with [CSULB's Timely Graduation for Undergraduate Students Policy](#), students are expected to graduate within a reasonable time frame and to complete all academic objectives within 120% of the number of units required in their declared primary major. Students requesting to extend their graduation term and/or to change objectives may have to appeal. The appropriate [Request to Graduate](#) or [Request to Change Graduation Date](#) form should be attached when applicable, as well as your Degree Planner displaying all remaining terms of enrollment and the specific courses to be taken each term.

Name (Last, First, MI) _____	Student ID # _____
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Procedures:

1. Utilize the Degree Planner (available in MyCSULB) to map your remaining terms of enrollment. Include a copy of your Degree Planner with this appeal.
2. Attach a personal statement explaining why additional time is needed to fulfill your graduation requirements, and/or why you are requesting to change your academic objectives at this time.
3. Attach other supporting documentation, if applicable, demonstrating extenuating circumstances beyond your control, e.g. an unforeseen medical condition or a significant change in your status, such as taking an Educational Leave.
4. Meet with your major academic advisor to discuss your plan and the Timely Graduation Policy. Obtain your academic advisor's signature below supporting your appeal.
5. Submit all materials to Enrollment Services, including the appropriate Request to Graduate or Request to Change Graduation date form, when applicable.

I have reviewed and understand CSULB's Timely Graduation Policy and am committed to completing all degree requirements by my requested graduation term.

STUDENT SIGNATURE: _____ **DATE:** _____

Major Department		
I have reviewed the student's Timely Graduation Appeal and I support this request.		
I have attached additional information	YES	NO
Major Advisor Signature: _____ Date: _____		
Print Name: _____		
Enrollment Services		
Appeal Committee Decision Date:	Approved	Denied
Comments:		