

CHANGE OF DEGREE COMPLETION DATE

Records

STOP: Do not complete this form if any of the situations on the reverse apply.
NOW: Complete this form only if you are a currently enrolled/registered student.
WHAT THIS WILL DO: This completion date form will determine when we process your final degree check.
You will not be able to register beyond your degree completion term.

PRINT NAME: _____ STUDENT ID _____

ADDRESS: _____ PHONE _____
 # _____

CITY/STATE: _____ ZIP: _____

MAJOR: _____ CIRCLE ONE: Undergraduate Graduate Technical Certificate

TERM AND YEAR ALL DEGREE REQUIREMENTS WILL BE COMPLETED: _____

PREVIOUS TERM AND YEAR DEGREE WAS TO BE COMPLETED: _____

 Student's Signature

 Date

This change will be processed within 48 hours. Please deposit this form in the Records Office Drop Box (Adm. 222) or fax to (805)756-7237

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Items below this line to be completed by Evaluations Office ONLY.

This Completion Date form is being returned unprocessed for the following reason(s):

- ☐ You have broken your enrollment by not being registered for three quarters or more. Please contact the Admissions Office (756-2311).
- ☐ You have already registered for the next quarter.
- ☐ Wrong form. Please complete a Request for Senior Evaluation, available at Records forms area or [http://www.ess.calpoly.edu/ records/FORMS/index.htm](http://www.ess.calpoly.edu/records/FORMS/index.htm), and deposit the form in the Records Office Drop Box.
- ☐ We will not extend your completion term more than four quarters beyond the term you previously reported.
- ☐ OTHER

If you have any questions, please contact the Evaluations Office, (805)756-2396.