CAL STATE
EAST BAY

Request to Postpone Graduation
Office of the Registrar

Students who cannot complete all requirements by their anticipated graduation term may request to postpone their term of graduation to the next consecutive semester with approval from their major department. Undergraduate students will be charged a $25 graduation term postponement fee; graduate students will not be charged the postponement fee. Students who move their term of graduation ahead may not move it back to a previous term if they change their minds. Students who need to pay the fee should expect to see charges on their account within a month of the postponement.

Student Name: _____ Net ID: _____

Major: _____Horizon Email: _____

Graduation Term Change

Original Term of Graduation	Term(s) To Which Students Can Postpone	Deadline to Postpone Graduation and Still Receive Graduating Senior Priority Registration for the Next Term
Spring	Summer and/or Fall	March 1 (for Summer/Fall registration)
Summer	Fall	March 1 (for Fall registration)
Fall	Spring	October 1 (for Spring registration)

I request to UPDATE my graduation term to: Spring   Summer   Fall   20_____

I request to CANCEL my graduation term (there is no fee for cancelling your graduation term)

I hereby request to have my graduation term changed and understand that a non-refundable $25 fee may apply for each postponement:

Student Signature (Required): _____ Date:_____

Major Advisor Approval	*Department Stamp*
Major Advisor Signature:	
Date:	

 Students with 144 earned semester units or more are required to obtain the signature approval of the Dean of Academic Programs and Services (APS) in addition to the major department signature and stamp.

Do you have 144 earned semester units or more?

NO – Submit completed form with approval signature and stamp in person to the Enrollment Information Center in the SA Bldg (Hayward), or the Academic Services Lobby (Concord); Fax to 510.885.3816 or E-mail to reg@csueastbay.edu

Decision by Dean of APS:

Approved   Not Approved   Dean Signature: _____

| For Registrar's Use Only: | Approved | Not Approved | Processed by: _____ | Date: _____ |

Rev 5/2018