

# Emergency Graduation Clearance Request

THE REGISTRAR'S OFFICE

**\$10 processing fee will be automatically charge to your student account. Please submit the completed form to the Graduation Dropbox.**

STUDENT ID: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

DEGREE TERM: \_\_\_\_\_

An emergency graduation clearance is a request to expedite the degree clearing process due to *documented extenuating circumstances*. Since the final grades are normally not available to the graduation Unit until 2 – 3 weeks after the ending date of the term, students should not expect to receive their emergency clearances, if approved until 3 weeks after the ending of the term. The student has the responsibility to resolve any pending academic actions that might facilitate degree clearance; failure to do this will delay the degree clearance.

An emergency graduation clearance cannot be processed if the answer to any of the following questions is not answered “Yes”. Additionally, if the degree check was not processed because the student applied to graduate late or because of late supporting documents, this request cannot be accommodated.

Please answer each and every question completely.

- |   |                                  |                                  |                                      |
|---|----------------------------------|----------------------------------|--------------------------------------|
| 1. Current Graduation Status.   | Applied <input type="checkbox"/> | Pending <input type="checkbox"/> | In Progress <input type="checkbox"/> |
| 2. Are all transcripts and GE certifications from other institutions on file in the Office of Admissions and Records? |                                  | Yes <input type="checkbox"/>     | No <input type="checkbox"/>          |
| 3. Have all pending grade changes been recorded on your records?  |                                  | Yes <input type="checkbox"/>     | No <input type="checkbox"/>          |
| 4. Have all petitions for Exception to Academic Policy been processed?  |                                  | Yes <input type="checkbox"/>     | No <input type="checkbox"/>          |
| 5. Do you have supporting documentation to substantiate this request for an emergency graduation clearance?           |                                  | Yes <input type="checkbox"/>     | No <input type="checkbox"/>          |

If the answer(s) to any of these questions is “No” this request cannot be considered. If you answered “yes” to all these questions, please proceed and attach additional pages if necessary.

- Why is this request an emergency?
- By what date is your certification needed? \_\_\_\_\_
- Have you requested an official CSUDH transcript with degree posted? Yes  No
- Do you wish to pick up your certification letter, or do you wish us to mail it? Pick Up  Mail

Mail to: \_\_\_\_\_

Name	Address	City	State	Zip Code
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