

7. When You're Ready to Graduate

Graduation/Degree

- Apply to Graduate
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- Date of Degree and Graduation Ceremony
- Diplomas

Graduation/Degree

Apply to Graduate

To be a candidate for the bachelor's degree, you must file your intent to graduate by the posted deadline stated in the Academic and Administrative Calendar in the [Schedule of Classes](#) or online at reg.ucsc.edu/calendar. To apply for candidacy, go online to MyUCSC and follow the online instructions. If you apply for candidacy after the published deadline, you will be assessed a \$40 late fee and may not be eligible for college and department honors.

Students who are not registered in the quarter they apply to graduate, nor in the quarter immediately preceding the quarter in which they apply to graduate, are assessed a \$40 records reactivation fee. This fee is nonrefundable.

To change an announced date of candidacy, reapply with the Office of the Registrar at <http://reg.ucsc.edu/graduation.htm>. The records reactivation fee is also assessed, if applicable, when you reschedule candidacy.

Graduation Certification

The Office of the Registrar checks to see that all university, campus, general education, and college requirements are met. The department(s) for your major and minor, if applicable, verify that major requirements, including the comprehensive requirement, have been completed. If you declared an individual major, the chairperson of your individual major committee submits a list of course requirements completed for the major and a statement that you have passed the senior thesis, comprehensive exam, or other specified requirements.

It is your responsibility to fulfill all requirements no later than the last day of the quarter in which you apply to graduate. You will be removed from the graduation list if the final graduation check reveals deficiencies. If you have an Incomplete in a course that is required for your major, minor, or university requirements, you will not be able to graduate until after you make up the incomplete work. You must reapply to graduate for another term.

If you apply to graduate for a particular quarter but do not complete the requirements for graduation, your application will not automatically be forwarded to the next quarter and you will not be considered a continuing student. You must notify the records section of the Office of the Registrar by filing the [Apply/Reapply to Graduate](#) form.

Degree Verification

A Certificate of Completion is available to any student who has received a degree or has completed all requirements for the degree and has applied to graduate for a future quarter. Currently enrolled students or students who have not had all transcripts from other institutions evaluated are not eligible for a Certificate of Completion. These students should order an official transcript once their degree has been posted.

Certificates of Completion indicate the student's name, the date the degree was or will be awarded, and the student's major, college, and honors, if any. If you wish to request a Certificate of Completion, forms are available at http://reg.ucsc.edu/students/e_cert.pdf. Include a check for \$5 for each certificate you request. Certificates are available while you wait if you have earned your degree or, for future degrees, within 10 working days after notification is received by the student's major department that all major requirements have been completed.

Date of Degree and Graduation Ceremony

For degrees awarded for fall, winter, or spring quarters, the date of your degree is the last day of the quarter. For degrees awarded for summer, the degree date is the last day of instruction of Summer Session II.

Commencement is offered once each year at the end of the spring quarter. Commencement exercises are the responsibility of the colleges. Consult your college for graduation ceremony information. Note: You must be affiliated with your college for at least two quarters before graduation.

If you plan to participate in the graduation ceremony but will not complete all your degree requirements until a later quarter, do not apply to graduate until the quarter in which you will complete all degree requirements. Be sure to contact your college office to be included in commencement exercises. You need not apply for candidacy in order to participate in commencement.

Diplomas

The name on your diploma will appear exactly as it does on university records. Accents, tildes, etc., can be added to your diploma if you notify the student records section of the Office of the Registrar. Your name may not be changed after you graduate or are no longer in attendance.

University, college and major honors, if awarded, are printed on the diploma (see [Honors](#), page 61).

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Minors are not printed on the diploma.

Diplomas are mailed three to five months after the graduation date to the permanent mailing address on record with the Office of the Registrar. (Your degree is usually posted to your transcript within six weeks of the end of the quarter.)