

Computer Science Graduate Student Degree Completion Checklist

- Prior to the initiation of the thesis or project, you are responsible for becoming informed about the university's intellectual properties policy (www.calpoly.edu/~rgp/pdf/IntelProp.pdf) and, where applicable, its human subjects policy (www.calpoly.edu/~scdavis/human3.htm).
- If a thesis is required in your master's degree program, a committee-approved copy must be completed in accordance with University specifications. Guidelines to be followed in preparing a final copy for filing with the University can be obtained from the Graduate Programs Office.
- A copy of the thesis or project report must be received and reviewed by the Thesis Editor in the Graduate Programs Office. Upon completion of any required corrections, a copy ready for binding is filed with the Graduate Programs Office for submission to the Kennedy Library. These steps must be completed before your degree will be awarded.

Grad Student, Are You Ready to Graduate?

If you're getting your graduate degree, use this checklist to keep you on track. More detailed information can be found in the Cal Poly Catalog.

- ▶ FYI: The student loan repayment process begins when the loan borrower drops below half-time units. Check with student accounts if this occurs.

Two Quarters Prior to Graduation

- Meet with your advisor and/or graduate coordinator to complete the following forms:
 - ▶ Formal Study Plan (with amendments, if necessary)
 - ▶ Advancement to Candidacy
 - Must have completed the GWR
 - Must have filed a Formal Study Plan
 - Must have at least a 3.0 in all courses on the Formal Study Plan
 - ▶ Request for Graduate Evaluation
- If completion of your degree requires a comprehensive exam, find out specific details from your advisor.
 - ▶ Get committee members and your grad coordinator to sign the Thesis/Project Committee Membership form from website <http://www.calpoly.edu/~rgp/graduate.programs.html>
 - ▶ Obtain a copy of Guidelines for Completing Theses and Reports from the Graduate Programs Office, or from the website: www.calpoly.edu/~rgp
 - ▶ Schedule your thesis defense 2 weeks prior to your proposed date: (details regarding scheduling your defense on page 14 of the Graduate Handbook on-line at http://www.csc.calpoly.edu/programs/ms_csc/).
- Contact your graduate coordinator (or Graduate Programs Office) to determine if you qualify to be nominated for an Outstanding Graduate Student Award or Outstanding Thesis Award

- If your final GPA is a 3.75 or better, contact your graduate coordinator 6 weeks prior to graduation to be nominated for Graduating with Distinction honors (this honor is not automatic; you must be nominated by your graduate coordinator.)
- Consider making hotel reservations for graduation weekend for family and friends

Final Quarter Prior to Graduation

- Complete and defend your thesis. Submit your thesis to the Graduate Programs Office for final approval
- Check with your academic department to ensure that all paperwork is approved and has been submitted to the Evaluations Unit of the Office of Academic Records
- Mark your calendar for Grad Days (Fall-October/Spring-April) at El Corral to order diploma frames, class rings, announcements and your Grad Pack
- Complete the required student loan exit interview process via Student Accounts
- Check the balance of your Cal Poly student account through the “Student Transaction” channel on my.calpoly.edu and pay off or make payment arrangements on any balance due to Cal Poly
- Update your address via the “Personal Information” channel on my.calpoly.edu to ensure that degree status notification is received
- Visit the Grad Center (Fall-November/Spring-May) at El Corral Bookstore to register for the graduation ceremony and order your cap, gown, tassel and hood
- Order an official transcript from the Office of Academic Records and request that it be sent immediately following the posting of degree. This will confirm that your degree has been awarded
- If you have a Privacy Flag (FERPA) on your record and would like to receive updates from Cal Poly after graduation remove the flag on the portal
- Sign up for free lifetime e-mail forwarding through the Alumni Association
- Sign up for a New Grad Alumni membership during Grad Days and stay connected!