Undergraduate Request to Expedite Degree Check Out

In order to verify that students have met all degree requirements (major, minor, college, campus and university), several different offices must check the student’s records. In addition to verifying that the student has met all course and degree requirements, the student must meet required minimum units and overall GPA; received outstanding transfer or EAP credit; and have no student conduct hold. Having a balance will result in holds on your transcript, verification of degree, and diploma. Because of the large volume of students graduating, it takes the university approximately 3 months to complete this process for all degree candidates.

In a small number of cases, students who demonstrate an urgent need for proof of completion may request expedited review. These will be evaluated on a case-by-case basis due to the complexity of graduation requirements and the number of offices and personnel required to verify the student’s completion.

Degree Candidate Name: ____________________________________________________________

Student ID Number: ___________________________ Term Graduating ______________________

Email address: ___________________________ Phone: ___________________________

College: __________________________________________________________

Major(s): __________________________________________________________

Minor(s): __________________________________________________________

Did you take EAP your last term, if so, please list the program? __________________________________________

What is your reason for requesting expedited verification on degree? __________________________________________

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What is the deadline you need proof of degree by? __________________________________________

(Optional) Please mail my Degree Verification to: __________________________________________

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/services/offices/undergraduate-degrees/undergraduate-degree-check-out-form.pdf