

Important Forms & Documentation

TIPS:

- Always keep a copy of important documents for your records!
- Make sure you submit a Request for Graduation Evaluation **4 quarters** before you graduate!
- Bring this portfolio and appropriate documents to all advising appointments and visits to the Office of Academic Records and the Evaluations Office.

PRINT/INSERT:

- Copies of petitions/withdrawal forms
- Copies of transcripts from other colleges
- Academic contracts
- Request for Graduation Evaluation
- Email/regular mail items sent by your department or any other campus office.



Did you know that four quarters before you graduate, you must request a Graduation Evaluation from the Office of Academic Records?

The Graduation Evaluation confirms your remaining requirements for graduation and is a formal statement on your expected quarter of graduation.

You can pick up a Graduation Evaluation form at the Office of Academic Records (01-222) or download a copy at http://www.ess.calpoly.edu/_records/forms/Grad_Eval.pdf. After you complete the form, turn it in at the Office of Academic Records or fax it to (805) 756-7237.

DON'T DELAY!