

Important Forms & Documentation

CONTENTS:

- Petitions/withdrawal forms
- Copies of transcripts from other colleges
- Evaluations
- Academic contracts
- Request for Graduation Evaluation

PRINT AND INSERT:

- Email/regular mail items sent by your department or any other campus office.

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.



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!