



Graduation Checklist for Undergraduate Students

Use the Graduation Checklist on this page to advance toward your bachelor's degree, avoid common roadblocks, and graduate in a timely manner.

If you have additional questions after reviewing the Graduation Checklist, please review the [FAQs](#) or contact your academic advisor.

Review requirements for your bachelor's degree

Log onto your [myCSUB](#) Student Center and choose "Academic Requirements" from the drop-down menu. Your Academic Requirements screen is based on the requirements of the [catalog](#) in which you plan to graduate. The screen provides a detailed summary of your degree requirements – both completed and still unmet.

Meet with your Academic Advisor

Before you apply for graduation, review your academic requirements and confirm with your advisor that you are within two semesters of completing all remaining graduation requirements.

Verify with your advisor that any exceptions, waivers, and/or substitutions have been submitted.

Apply online for graduation

Log into [myCSUB](#) and view Student Center. Select "Apply for Graduation" from the drop-down menu. Click "Apply for Graduation." Select the expected term of graduation. Click "Continue." Verify Graduation Data. Click "Submit Application."

Visit [Graduation at CSUB](#) for more information. This will initiate commencement ceremony.

Ensure all final transcripts from previous institutions were received

Official transcripts with final grades and test scores (e.g. AP, CLEP, IB) must be received by the Office of Admissions and Records.

Resolve all pending grades (I, RP, RD)

All pending grades such as "I" Incomplete, "RP" Report in Progress, and "F" must be changed before degree can be awarded.



Clear any holds on your account

You can view any holds you may have in your [myCSUB](#) Student Center, as well as contact information and additional information pertaining to clearing the hold.

View academic requirements and graduation status regularly

What does my graduation status mean?

Eligible to Apply for Graduation	You may be eligible to apply for graduation online through your myCSUB
Applied for Graduation	You have successfully submitted your application for graduation
Approved Upon Completion of Degree Requirements	Your application for graduation has been reviewed. An email response will be sent with unmet requirements that should be completed for degree.
Denied – Encouraged to Reapply	Degree requirements have not been met by the end of your expected graduation term.
Degree Awarded	All requirements for your degree have been completed.

Satisfy all requirements for your bachelor’s degree including the following:

1. A minimum of 120 semester units of which consists of:
 - A minimum of 40 upper division units
 - A minimum of 30 units at CSUB, including at least 24 upper division and at least 12 major units
 - A maximum of 70 transferable units from community colleges
 - A maximum of 6 total units earned in Kinesiology (KINE) activity courses and/or General Studies (GST) courses
2. A minimum of 2.00 in major, minor, CSUB, and overall GPA.
3. Satisfy the Graduation Writing Assessment Requirement (GWAR) by course (with a grade of C- or better) or [exam](#) (with a score of 8 or higher)