



CALIFORNIA STATE UNIVERSITY, FULLERTON

Office of the Registrar

Admissions & Records

P.O. Box 6900, Fullerton, CA 92834 / T 657-278-2380 / F 657-278-2356

MEMORANDUM

Date: December 13, 2013

To: College Deans
Associate Deans
Department Chairs
Program Coordinators

From: Melissa K. Whatley
University Registrar

Subject: Final Date for Grade Changes and Receipt of Transfer Transcripts for Fall 2013 Degree Candidates

The final date for receipt of transfer transcripts and for recording grade changes for January 2, 2014 candidates for graduation will be Friday, January 24th. This includes changing marks of Report in Progress (RP) and Incomplete (I) to grades, as well as grade changes that will affect a student's honors designation. It is assumed that the student has completed all work by January 2, 2014. This extended deadline is for paper processing purposes only. If a student completes work after the January 2nd official graduation date, he/she should be instructed to update his/her candidacy to the next term.

This processing deadline will allow for timely completion of the official graduation lists and early notification of successful candidates for both the bachelor and master degrees. Due to the requirement that we submit our report of degrees conferred to the Chancellor's Office, this deadline is a firm one that cannot be extended to include on the official graduation lists candidates whose problems are late in clearing or to change someone's graduation with honors designation.

There has been an ongoing problem for many semesters where changes of grade forms are received in the Records Office long after official reporting to the Chancellor's Office is completed and after diplomas have been ordered and, in some cases, issued. If you will assist us by questioning such requests when the grade change forms cross your desk, we may avoid these difficult and potentially embarrassing situations.

Please inform your faculty and staff members of the January 24th deadline so that they will be aware of the CSU system-imposed limitations. This will ensure that we may respond consistently to questions while avoiding unnecessary delay in the conferral of anyone's degree.

MKW

cc: Mildred Garcia, President
José L. Cruz, Provost & Vice President for Academic Affairs
Anil Puri, Interim Associate Vice President, Undergraduate Studies
Harry Norman, Associate Vice President, International Programs
Shari McMahan, Interim Assoc. V.P., Research, Creative Activities and Technology Transfer
Katherine Powers, Director, Graduate Studies
Nancy J. Dority, Assistant Vice President, Enrollment Services
Robert Bodeen, Graduation Unit Supervisor
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Joe Hackbarth, Admissions and Records Data Director