



CALIFORNIA STATE UNIVERSITY, MONTEREY BAY

Extended Ed & International Programs

Extended Education

**Undergraduate Program
Student Handbook**

Officially adopted on September 27, 1994, the *CSUMB Vision Statement* created the philosophical foundation for the university. All our ideals are drawn from this document – it lays out what matters most to us and what we aspire to be.

CALIFORNIA STATE UNIVERSITY, MONTEREY BAY (CSUMB)
IS ENVISIONED AS A COMPREHENSIVE STATE UNIVERSITY WHICH VALUES **SERVICE THROUGH HIGH QUALITY EDUCATION**. THE CAMPUS WILL BE DISTINCTIVE IN **SERVING THE DIVERSE PEOPLE OF CALIFORNIA**, ESPECIALLY THE WORKING CLASS AND HISTORICALLY UNDEREDUCATED AND LOW-INCOME POPULATIONS. IT WILL FEATURE AN **ENRICHED LIVING AND LEARNING ENVIRONMENT** AND YEAR-ROUND OPERATION. THE IDENTITY OF THE UNIVERSITY WILL BE FRAMED BY SUBSTANTIVE COMMITMENT TO **MULTILINGUAL, MULTICULTURAL, GENDER-EQUITABLE LEARNING**. THE UNIVERSITY WILL BE **A COLLABORATIVE, INTELLECTUAL COMMUNITY** DISTINGUISHED BY PARTNERSHIPS WITH EXISTING INSTITUTIONS BOTH PUBLIC AND PRIVATE, COOPERATIVE AGREEMENTS WHICH ENABLE STUDENTS, FACULTY, AND STAFF TO **CROSS INSTITUTIONAL BOUNDARIES** FOR INNOVATIVE INSTRUCTION, BROADLY DEFINED **SCHOLARLY AND CREATIVE** ACTIVITY, AND COORDINATED COMMUNITY SERVICE.

VISION DRIVEN

To view the CSUMB Vision Statement visit
<https://csumb.edu/about/vision-statement>

The following information is provided to assist you in navigating campus processes.
Students are responsible to follow the steps outlined in the enclosed packet.
Please review all information carefully.

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Student Email Notification Policy

Electronic mail is the primary and official means of communication from California State University, Monterey Bay to students. Once a student receives a CSUMB email account, official communication from the University shall be directed to that account.

Email is CSUMB's Official Communication

Official communication contains information in order to conduct business with CSU Monterey Bay and for which every student will be held accountable. Students are expected to read communications in a timely fashion because communications often are time-sensitive. Examples of official communication can include, but are not limited to:

- Registration Alerts
- Career development events
- Student records (including Admissions/Financial Aid/Advising/Registrar)
- Academic program/completion of degree sought
- Dean and faculty communication to students
- Financial information (including balance due, payment deadline reminders)

All use of email will be consistent with local, state, and federal law, as well as other University policies, including the Acceptable use of computing and Technology Resources Policy and the Family educational Rights and Privacy Act.

Student email accounts shall remain active so long as the student is enrolled at CSU Monterey Bay or is on an approved leave of absence.

For more information about California State University, Monterey Bay's student email notification Policy: <https://csumb.edu/policy/student-email-notification-policy>.

OASIS Student/HR Student Center

Students at CSUMB have access to online Student Center located at csumb.edu/dashboard.

By using the tools available on the student Dashboard, the campus community now has a single place to conduct its internal business processes, including email & calendar (Google Apps), and student information (OASIS Student/HR Student Center).

Students can use their Dashboard to:

- Check their CSUMB email account daily for important notices.
- Review student information in OASIS Student/HR Student Center.
 - View To Do's
 - Make online payments
 - Monitor account balance to verify that all fees have been paid
 - View grades
 - Update student mailing address
 - Sign up for e-refunds

Students will have an Otter ID and a Student ID:

- The OtterID serves as the campus-wide login to most CSUMB systems. It is up to 8 digits (the first 4 letters of the student's last name and 4 randomly generated numbers).
 - For more information on Otter ID visit <https://csumb.edu/it/accounts-and-passwords>
- The Student ID is a unique 9 digit number that identifies the student and the student's record in the CSUMB OASIS system. Students should use this number instead of their Social Security Number on all student action forms, transcript requests, etc.
 - You can find your Student ID number by logging in to csumb.edu, clicking on your name at the top of the page and going to "View Profile" link.

For instructions on how to find an Otter ID, login to Email, OASIS Student Center etc., visit <https://csumb.edu/oasis> .

Note that orientation fees, academic progress reports and change of major/minor do not apply to your degree program.

Required Student Fees

Student fees include

- \$70 Cal State Apply Application fee
- \$100 Enrollment Confirmation deposit- The enrollment confirmation deposit is put towards your tuition when you enroll. **Please note that the enrollment confirmation is non-refundable.**
- Program tuition- See extended education and program website for specific tuition rate
- \$39 Extended Ed Services Fee (charged once per semester)
- \$40 Graduation fee*

**Additional fees may apply (late graduation application fee \$20, graduation date change fee \$20, etc)*

Educational Loans/Financial Aid

Financial aid is available to remove the cost barriers that may prevent students from pursuing their educational goals. Assistance for undergraduate program(s) is available from a variety of programs funded by federal and private sources. State fees are not charged therefore no state funds are awarded (i.e. Cal Grant, SUG, etc.). Financial need is determined through a federal formula that assesses the family's relative financial strength and ability to contribute to meeting the student's educational costs. Eligibility for financial aid is the amount that remains after the student's Expected Family Contribution (EFC) is subtracted from the cost of education. The cost of education is the amount the University estimates the student will spend to attend college for the academic year. The cost of education includes the basic Extended Educational Fee, various campus-based fees, room and board, books, supplies, transportation and miscellaneous personal expenses.

The first step in applying for financial aid is to complete the Free Application for Federal Student Aid (FAFSA). From this single application, a student will be considered for federal aid. The priority filing period is October 1st – March 22nd. For more details about the Financial Aid process, refer to the University Financial Aid website at <https://csumb.edu/financialaid/what-financial-aid>. The Financial Aid Office is located in the Student Services Building (3rd floor). Information is available regarding scholarships and other types of financial aid available to students attending CSUMB. For student specific questions, the Extended Education program has a dedicated financial aid counselor who can be reached at 831-582-4030 or email at ee_financialaid@csumb.edu

As Students prepare for their educational career track, remember that the cost of the program will be the sole responsibility of the student.

For those students who would like to be considered for Federal Student Aid, Student must complete the 2020-2021 FAFSA application as soon as possible at www.fafsa.ed.gov. 2020-2021 FAFSA application covers the Fall 2020, Spring 2021, and/or Summer 2021 semesters/terms. Student will need their 2018 Tax information to complete the FAFSA.

The FAFSA application should be completed every year on or after October 1st for the following school year.

It is recommended the student use their completed 2018 Federal Tax forms with required data, if filing. The FAFSA application has a built in link to your 2018 Federal IRS tax return that will pre-populate required IRS information.

Your financial Aid contact is Adriana Zarazua 831.582.4030 or ee_financialaid@csumb.edu

Verification Documentation

Thirty percent of FAFSA applications are selected for verification. If you are selected for verification, be prepared and complete the IRS free "Request for Transcript of Tax Return" form or access the IRS website to download a tax return transcript. Students will need to submit the Federal Tax Transcript as soon as you receive it along with the CSUMB's Verification Worksheet, all documents must be submitted at the same time. The alternative is to Link your taxes on the FAFSA application using the IRS Data Retrieval Tool. When Data Retrieval Link is successful, Student will need to submit the CSUMB Verification documents but not the Tax transcript.

A copy of the Federal Tax Return is no longer acceptable.

Student will be awarded the Federal Pell Grant and Federal Direct Subsidized Student Loan, if eligible, in equal terms based on their academic terms/semester course dates (i.e. Fall A & Fall B terms – Spring A & Spring B terms). Summer is a manual process and if you have any remaining eligibility you will be awarded, again, per term for the semester. If enrolled in split semesters **Student** must complete both terms in each semester to be eligible for the semester awards. If you are in a split course where the first course is less than 6 units student will need to wait until their second course begins (when student become eligible) to receive the loan disbursement.

Students will need to accept their Federal Direct Student Loan if they would like to utilize the funds. (<https://csumb.edu/cms/acceptdecline-awards>)

Students who accept any student loan must complete their Loan Entrance Counseling (LEC) and Master Promissory Note (MPN) at (studentaid.gov). This process must be completed prior to the payment due deadline.

Students will also be required to complete other verification items depending on the FAFSA comments. Students can check their [CSUMB](#) account for required items under your "To Do" list or student can contact the financial aid counselor once students are notified that there are items required.

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) policy is also vital for all Federal Financial Aid students to follow. Students need to maintain a 2.0 or higher GPA per term and cumulative, complete 67% of all units attempted, and not exceed 150% of their program's unit load. For more information on SAP please visit <https://csumb.edu/financialaid/staying-eligible-sap-policy>. All transfer units will be considered for Maximum Time Frame.

Disbursement Information

Financial Aid awards will be divided into the three terms [Fall, Spring, and Summer]. If a student's program is enrolled once per semester, then the award periods will be divided per semester [Fall, Spring, and Summer if there are any remaining eligible Federal funds]. Any student loan awards will not be valid until a student accepts the loan(s) on MyCSUMB, completes the Loan Entrance Counseling (LEC), and Master Promissory Note (MPN) at studentloans.gov.

All Federal Direct Student Loans have an origination fee (currently 1.059% but can change due to Federal Sequestration regulatory mandates after October).

Financial Aid Disbursement will post to student accounts within the first **two weeks** of the second term class if more than one term per semester, unless student requirements or continued eligibility changes. If this occurs, please contact your Financial Aid Extended Education Program Counselor at 831-582-4030.

For more questions about financial aid

- Review the CSUMB Financial Aid website at <http://csumb.edu/financialaid>
- Contact the Extended Ed programs financial aid counselor:

Adriana Zarazua Email: ee_financialaid@csumb.edu Ph#: 831-582-4030

Don't forget... The final requirement prior to graduation will be to complete your online exit counseling with financial aid at <https://studentaid.gov>.

Veterans Benefits- Program/Processing Overview

CSUMB Extended Education offers some degree and certificate programs approved by the Federal Department of Veterans Affairs (VA). The Undergraduate degree programs currently approved by the VA for Education Benefit eligibility include B.S. CSIT and B.S. Nursing. The CA State Tuition Fee Waiver program for dependents of disabled veterans cannot be used for any of the degree programs offered through CSUMB Extended Education. The enrollment costs (extension fees) charged for programs funded through CSUMB Extended Education do NOT include any CSU system-wide state tuition charges that can be waived.

VA Educational Benefits are awarded and administered by the Department of Veterans Affairs to eligible persons based upon military service. The toll-free number to the VA Regional Processing Office in Muskogee, OK is 1(888)442-4551. This number will connect the caller to the VA Education Information Call center where agents should be able to provide benefit recipients with information concerning benefits eligibility, payment status and amounts, etc. Additionally, if you are eligible for more than one VA educational benefit program, you can ask for help to determine which benefit program to use.

You will find the specific list of VA Educational Benefit Programs including eligibility criteria for each program on the following website: [. https://www.vets.gov/](https://www.vets.gov/)

Some of the most popular programs currently in use by students at CSUMB include:

Chapter 33: Post 9/11 GI Bill is used by veterans and some military dependents by Transfer of Entitlement.

Chapter 31: VA Vocational Rehabilitation used by eligible veterans screened by the VA and assigned to work with a specific VA Vocational Rehabilitation Specialist who contacts a CSUMB VA Certifying Official and submits a signed VA form 28-1905 to authorize payment of tuition/fees and other educational expenses covered by the VA.

Chapter 35: Dependents Educational Assistance Dependents of 100% disabled/deceased veterans can apply for this program.

Initiating VA Benefits at CSUMB

Newly admitted and returning students should contact the VA Certifying Official for Extended Education at (831) 582-4387 or Veteran_Services@csumb.edu in the Veteran Services Office to complete the forms necessary to initiate and begin using their VA educational benefits at CSUMB. For students using Chapter 33 (Post 9/11) or Chapter 31 (Vocational Rehabilitation) benefits to pay all or part of their tuition/fees it is important to contact the VA certifying official prior to the start of the term. This can help ensure timely processing of benefits and placement of deferred billing status on the students account before the payment deadline.

VA Benefits Certification Process at CSUMB

1. New students complete and submit a **Request to Initiate VA Benefits** form through the VA Certifying Official in the Veteran Services Office. A copy of the student's official **Certificate of Eligibility** letter from the VA and **DD214** should be included with the Request form.
2. Enroll in coursework 'required' to meet your declared major degree objective. Non-required and non-credit courses such as 'audits' cannot be certified for VA payment.
3. Once enrollment is complete a **VA Enrollment Certification Request Form** is completed and filed with the VA Certifying Official in the Veteran Services Office.
4. After the VA Enrollment Certification Request form is submitted, students must notify the VA Certifying Official by campus e-mail when any changes are made to enrollment. This includes adding & dropping classes as well as course withdrawals or university withdrawals. Failure to report these changes in a timely manner may result in a VA overpayment and possible student repayment debt with VA.

It is the responsibility of the student to ensure that he or she has provided all necessary documentation required for certification of each term attended. Please remember it only takes a few minutes to fill out the form but certification will not be completed without this official student request.

Requirements for VA Educational Benefits

Academic Standards of Progress

The VA requires that students in receipt of VA benefits maintain satisfactory progress in their chosen program of study. The academic standards of progress for students are listed in the CSUMB Online Catalog.

Remedial Courses

Remedial courses are intended to assist individuals in overcoming weaknesses in particular areas of study such as English Composition and Mathematics. These courses are approved for VA payment only when the need for training is established as part of the student's conditional admission to the university.

Non-Applicable, Audited & Repeat Courses

No benefits will be certified for courses that do not meet degree requirements for graduation. The following list reflects examples of courses that will NOT be certified for payment:

1. Courses that have been previously completed with a grade of 'C' or higher. This includes courses transferred from other colleges.
2. Courses taken as an audit status.
3. Elective coursework that does not meet a current unfulfilled 'degree requirement'. e.g. elective physical education or music/art activity courses.

Grading Policies

All coursework must be completed with satisfactory grades:

- Letter grades A, B & C are satisfactory, punitive grades for VA benefit payment.
- C-, D, F, I/IC and WU grades, while unsatisfactory in meeting degree requirements are considered 'punitive grades' that will not result in a financial adjustment to your benefits. They will, however, impact your academic GPA and academic standing and may result in academic probation or disqualification from the University.
- W and NC are unsatisfactory, non-punitive grades that will result in a reduction of your certified units and possibly benefit payment unless you can provide the VA with mitigating circumstances.

VA Educational Overpayments

Occasionally VA students may be overpaid. Overpayments may result from students receiving non-punitive grades (NC, W) which are not used to verify progress to degree. Another major cause may be due to the student's failure to report course changes immediately to the VA Certifying Official in the Office of the Registrar. To avoid overpayment of benefits, students must remember to report in writing (via campus e-mail) any changes in enrollment (drop/add) or withdrawal to the VA Certifying Official in the Office of the Registrar.

Concurrent Enrollment

Students interested in using VA benefits while completing transfer coursework at another institution for their CSUMB degree requirements must request a 'Parent School' letter from their CSUMB VA Certifying Official before enrolling for the transfer coursework. This letter will be mailed directly to the 'secondary school' certifying official to confirm the transfer work as 'required' for their CSUMB degree. It acts as a formal request that the other school certify VA benefits certification of the transfer coursework for the 'guest student'.

Mitigating Circumstances

Mitigating circumstances are unanticipated and unavoidable **documented** events that interfere with the pursuit of a course and result in the student's receipt of a non-punitive grade. Mitigating circumstances may be claimed by submitting documented evidence when a student withdraws or otherwise incurs an overpayment. Claims may be submitted on a VA Form 21-4138 with an explanation of the circumstances. The decision to accept mitigating circumstances is made by the VA.

The following are some general categories of mitigating circumstances:

- Serious illness of the veteran or dependent.
- Serious illness or death in the eligible veteran's or dependent's immediate family.

- Immediate family or financial obligations that require a change in terms, hours or place of employment which precludes pursuit of the course.
- Discontinuance of a course by the school.
- Unanticipated active duty military service, including active duty for training.
- Unanticipated difficulties with child care arrangements.

Examples of unacceptable mitigating circumstances include, but are not limited to: withdrawal to avoid a failing grade, disliking an instructor, too many courses attempted or a call to active duty that was anticipated before the term began.

Student Disability Resources

Student Disability Resources provides support services for students with disabilities so that they can be successful at CSUMB. For additional information or to make an appointment visit <https://csumb.edu/sdr/getting-started>.

University Guidelines

All University Policies may be found at <https://csumb.edu/policy>. For clarification of program and university policies you may contact the Extended Education Office at (831)582-5159. Below are highlights of university policies and guidelines for your convenience.

Registration & Payment

Registration and Payment for classes is completed online.

Students will be registered for each term, automatically by their program per their Academic Plan. Registration notifications will be sent electronically to the students CSUMB email account.

- By being registered, students agree to pay all fees by the due date or may submit the required withdrawal paperwork at least one business day prior to the first day of class

Payments

Payment for classes is completed online through OASIS Student Center. Payment should be submitted by the specified per session due dates. Late fees may be applied to late registration and/or late payments.

If payment is not received by the due date students will be automatically dis-enrolled from their courses. Outstanding balances with CSUMB may result in collection actions and will result in a hold on your account, preventing registration and the ordering of CSUMB official transcripts.

Enrollment & Payment instructions are available online at <https://csumb.edu/extended/pay-school>.

Payment instructions are available online at <http://cms.csumb.edu/make-online-payments> (Visa is NOW accepted online)

Enrollment (Add, Drop, Withdraws)

Students who are receiving Financial Aid funds must consult with the CSUMB Financial Aid Office prior to dropping or withdrawing from all courses, regarding any refunds or repayments of grant or loan assistance received for that academic term.

Students may request to drop classes during the published add and drop period. Students must submit an [Extended Education Add/Drop Form](#) to be drop a class.

University Withdraw Procedure

Students needing to withdraw begin by contacting their academic advisor or program coordinator, and completing the required University forms.

Students who are receiving Financial Aid funds must consult with the CSUMB Financial Aid Office prior to withdrawing from the University regarding any refunds or repayments of grant or loan assistance received for that academic term.

To withdraw from some or all classes, students must submit the appropriate withdrawal form to their academic advisor or program coordinator, otherwise, the student will receive a grade of "WU" (unauthorized withdrawal) or "F" in the course. Submission of the withdrawal form does not guarantee that the withdrawal request will be approved. Students are entirely responsible for appropriately withdrawing from courses or the University by the dates noted in their program's Academic Calendar. Contact your program academic advisor or coordinator for an Academic Calendar for your special session.

Students may withdraw from no more than 18 semester-units attempted at CSUMB during their undergraduate career. The maximum allowable units for withdrawal applies to coursework taken in matriculated status and any courses taken through extended education, special session or Open University.

Refunds

Refunds are not automatic. To request a refund, complete the Student Fee and Tuition Refund form that is available at <https://csumb.edu/cost/tuition-fee-refund>. All refunds are subject to a \$10 processing fee. Refunds are also subject to application to other financial obligations owed to the University. Refunds take a minimum of two weeks to process and will be mailed to your student mailing address in OASIS Student/HR.

To receive a full refund of the tuition, less a \$10 process fee, students must drop prior to the first day of class. If your class starts on Monday, students must submit the drop form by Friday of the previous week. Beginning the first day of class, refunds are pro-rated through the first 11 days of class. There is no refund after the 11th day of class.

Day 1= 75% Day 12= 0

View the EE website for a complete refund schedule at <https://csumb.edu/extended/extended-ed-refund-process> .

Continuous Enrollment

Continuous attendance is essential to maintaining a student's catalog rights. Continuous attendance is defined as enrollment in a one-unit course during one semester in a calendar year, by a matriculated student, which culminates in a record of enrollment on the student's official transcript. Courses taken through Open University are not eligible for the purposes of establishing catalog rights. Absence related to an approved leave of absence (see Matriculation Policy section 4.2.1) is not considered an interruption of continuous attendance.

Students may discontinue enrollment in the University without cause. If a student discontinues enrollment from the University (i.e. takes an un-approved leave of absence) and re-enters, the student shall be subject to all entrance requirements, fees, and new graduation requirements.

Leave of Absence

A [leave of absence](#) is available to undergraduate students who are in good academic standing and have attended at least one term at CSUMB prior to requesting a leave. A leave of absence may be granted to a student for a maximum of two consecutive semesters. A student who is granted a leave of absence maintains certain rights and privileges ordinarily associated with continuing student status (i.e. Catalog Rights), even though not officially enrolled.

After returning from a leave of absence, students will be responsible for the current registration fee rates. Fees are subject to increase.

Grading

The following values are assigned to each grading symbol:

A+ 4.0	A 4.0	A- 3.7
B+ 3.3	B 3.0	B- 2.7
C+ 2.3	C 2.0	C- 1.7
D+ 1.3	D 1.0	D- 0.7
F 0.0		

Designations of CR/NC (credit and non-credit), I (incomplete), W (withdrawal), RP (report in progress), and AU (audit) shall not be calculated in the grade point average. Designations of IC (incomplete charged) and WU (withdrawal unauthorized) shall be counted as a failing grade (F) for grade point average and progress to completion.

Other than the change in an incomplete (I), a change of assessment symbol shall be made only in the case of a clerical error or other administrative grading error. Students seeking to challenge final assessments based on other grounds shall follow the policy and procedures set out in the Grade Appeal Policy.

Repeats

Only courses repeated at CSUMB may be used to adjust the GPA. Grades earned in courses taken at other institutions may not be used to replace grades in CSUMB courses and students cannot improve grades of courses taken at another institution by repeating them at CSUMB.

Once a student has been awarded a degree, a student may not use the provisions of this policy to adjust the GPA.

These rules apply to attempted completions of a course, which include any course for which a letter grade (including a grade of WU or IC) was assigned. Students may not repeat a course for GPA adjustment in which a grade of CR was assigned. For the purposes of this policy, grades of AU, RD, RP and W do not count as attempts to complete a course.

Undergraduate students may only repeat for GPA adjustment a course in which a grade of C- or lower was assigned. One repeat per course is permitted for GPA adjustment with no approval required. When a course is repeated, only the HIGHEST grade will count in calculating the GPA and the other grade will be excluded from the GPA computation. However, all grades will be recorded on the official transcript as a matter of accurate academic record keeping.

In rare instances where an undergraduate student finds it necessary to repeat a course a second time, a course repeat petition must be approved by the student's advisor and the chair of the program offering the course. Any units and grade points earned will be averaged with all other grades earned for the course. No course may be repeated more than two times (three total attempts).

A maximum of 16 semester units of CSUMB coursework may be repeated for the purpose of excluding grades (grade forgiveness) from the computation of the student's overall GPA during the entire undergraduate degree program. Courses repeated for grade forgiveness prior to Fall 2009 will not be counted toward these maximum limits.

An additional 12 semester units of CSUMB coursework may be repeated for grade averaging. In such instances, the repeat grade shall not replace the original grade, but rather, both grades shall be calculated into the student's overall grade point average. Courses repeated for grade averaging prior to Fall 2009 will not be counted toward these maximum limits.

These limits (16 units of grade forgiveness and 12 units of grade averaging) apply to all courses taken at CSUMB, whether a student is matriculated or enrolled through Open University. Students are urged to meet with their academic advisor before repeating a course for GPA adjustment.

Academic Standing

Undergraduate students are expected to maintain a cumulative and University grade point average of at least a C (2.0) and to demonstrate satisfactory progress to degree consistent with Section 4.10 of the Matriculation Policy for undergraduates.

An undergraduate student is placed on academic probation if at any time the cumulative grade point average in all college work or a cumulative grade point average at CSUMB falls below a C (2.0). The College Dean shall notify students on academic probation. Students shall remain on academic probation until the cumulative and CSUMB grade point average is a C or until the student has been academically disqualified.

Graduation

All students must submit an Application for Graduation indicating the term they will be completing their final degree requirements.

Deadlines and Fees

The Graduation Application fee is \$40. If an application is submitted after the deadline date, there is an additional late fee of \$20. Payments may be submitted online in CashNet. Information about deadlines and fees can be found on the website at <https://csumb.edu/planning/fees-deadlines> .

Applying to Graduate

Prior to applying for graduation, students should meet with their academic and/or faculty advisor to review their progress to degree. Students should also view their Academic Requirements Report in Oasis to ensure the accuracy of their records.

Students can apply for graduation online from their Student Center in Oasis. All appropriate fees are required at the time of submission. Information about the process to apply for graduation online can be found at <https://csumb.edu/cms/apply-graduation>.

Graduation Date Change

If a student needs to change their graduation date to a future term, they must re-apply for graduation online from their Student Center in Oasis. There is a \$20 fee for changing a graduation date.

Final Degree Verification

At the end of the term in which the student has applied to graduate, a graduation counselor will perform a final review of the student's academic records to ensure all degree requirements have been completed. If all requirements are met, the student's degree will be awarded. If requirements remain, the student will be notified via campus email and given further instructions.

Note: It may take up to 60 days after the end of the term for a student's degree to be awarded to their student record.

Additional information about graduation can be found online at <https://csumb.edu/planning/apply-bachelors-degree>.

Commencement at CSUMB

The commencement ceremony is held once a year in May and includes all degree candidates within an academic year.

Participation in the commencement ceremony is voluntary and does not guarantee that a student's degree will be awarded. Students do not receive their diploma at the commencement ceremony. Students who choose to participate must have their graduation application on file by the application period deadline in order to receive all e-mail notifications regarding commencement and other celebratory events. Commencement information is available at <https://csumb.edu/commencement>.

Note: Ticket and Regalia information will be sent to graduating students via campus email.

Important Note: Outstanding Balances with CSUMB may result in collection actions and will result in the withholding of CSUMB transcripts. Ensure that all financial aid requirements have been met including online exit counseling. After graduation, be sure to complete your online exit counseling with financial aid at <https://studentloans.gov>.