

College of Engineering and Computer Science  
Department of Electrical and Computer Engineering  
**PROCEDURE FOR COMPLETING A GRADUATION EVALUATION (*GRAD CHECK*)**

Begin this process at least **ONE MONTH** prior to the deadlines below:

- **Application for Spring/Summer Graduation:** **September 1st**
- **Application for Fall Graduation:** **March 1st**

Please Note: An additional \$10.00 fee will be applied if applying after the deadline.

**STEP 1: GRAD CHECK (*DPR Review with Undergraduate Coordinator*)**

- Contact the ECE Department Office (818-677-2190 or ece@csun.edu) to schedule an appointment with the ECE Undergraduate Coordinator (Dr. Ruting Jia). During this appointment, you will review your Degree Progress Report (DPR) to confirm you are aware of any remaining course requirements.

**STEP 2: COURSE SUBSTITUTION**

- If you have transferred any courses towards your major outside of CSUN, it is recommended you review your DPR to ensure those courses have been properly transferred and applied to the appropriate area. If they have not been properly transferred, please contact the ECE Undergraduate Coordinator for necessary course evaluations and substitution.
- Make sure that you provide an official course description from that university when you make the request. If that course has any prerequisites, you will need to attach those course descriptions as well.

**STEP 3: SENIOR ELECTIVE PROGRAM**

- After your appointment with the ECE Undergraduate Coordinator, you will be required to contact any ECE Full-Time faculty member (excluding the Department Chair and Undergraduate Coordinator) to select your Senior Elective Program corresponding to your major.
- Once formally selected, the Senior Elective Program will be submitted electronically to Admissions and Records for processing.

**STEP 4: APPLICATION FOR BACHELOR'S DEGREE AND DIPLOMA**

- About two weeks after completing Step 3, apply for graduation online by following the guide at <https://www.csun.edu/current-students/online-graduation-application>. Application fee is \$47.00 (plus a \$10.00 late fee, if applying after the deadline).

**STEP 5: AFTER GRADUATION APPLICATION SUBMISSION**

- About two weeks after completing Step 4, review your DPR and confirm the information is correct. If you have any questions, please contact the ECE Undergraduate Coordinator immediately. You will not graduate unless all listed requirements are complete.