

## ELPS Graduation Checklist

### The Semester Before You Graduate

- \_\_\_\_\_ Students must submit a completed application for their master's and diploma during the semester before they intend to graduate. In addition, a \$47.00 processing fee must accompany their application form. The specific deadlines for application submission appear in the chart below:

Semester in which the Student Intends to Graduate	Form Submission Deadline (in the semester BEFORE intended graduation)
Spring or Summer	1 <sup>st</sup> Friday of October
Fall	1 <sup>st</sup> Friday in March

The application form for the master's degree and diploma can be downloaded at: <http://www.csun.edu/sites/default/files/app-master-degree-and-diploma.pdf>

Enter "**M.A. - Educational Administration**" as your degree objective (there is no Approved Option). This form may be submitted in person or by mail.

#### **Important notes:**

Your degree will not be processed and posted until after you have passed all of the program coursework. You must complete and submit this form in order to receive a diploma—this holds true regardless of whether or not you choose to participate in/walk at the commencement ceremony.

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### During Your Last Semester in the Program

Submit the following two forms to the Credential Office. Both forms can be found online at <http://www.csun.edu/eisner-education/credential-office/forms> .

- \_\_\_\_\_ Credential Request - You will be applying for your "**Certificate of Eligibility**" listed under the **Administrative Services** option.
- \_\_\_\_\_ Verification of Experience – Your Human Resources office will need to complete this form for you.

These forms may be submitted in person or mailed to the Credential Office at:

CSUN – Credential Office  
18111 Nordhoff St.  
Northridge, CA 91330-8265

No fee is required to submit these forms; any fees associated with the credential request will be paid online. Instructions will be sent to your e-mail address by the Credential Office.

**Important notes:** Candidates are encouraged to request the Certificate of Eligibility regardless of whether or not they intend to seek an administrative position since the Certificate does not expire. If you submit the Credential Request prior to your last semester of coursework, it will be considered premature and will be returned to you.