

Fall 2010 Implementation Guidelines

Presidential Directive 2009-05 – Graduation and Change of Major

(V. 2.0. supersedes V. 1.0 of October 8, 2009)

Purpose

The purpose of these guidelines is to provide detailed implementation instructions for Presidential Directive (PD) 2009-05 on Graduation and Change of Major, which may be found at <http://www.sjsu.edu/president/directives/pd0905/>. This directive has been issued under conditions of a resource and enrollment emergency. Given the level of funding received from the State, we are unable to continue to allow students the freedom to change or add units to their program that we have allowed in the past. The Academic Senate is also working to develop and refine policies in these areas.

Policy Change Update for AY 2010-11

University policies passed from AY 2009-2010 are described below.

University Policy S10-6 <<http://www.sjsu.edu/senate/S10-6.htm>> is in keeping with the intent of the PD, though it goes beyond the specific recommendations of the PD in the areas of Probation and DQ. S10-4 (Guiding Principles for Enrollment Management) <<http://www.sjsu.edu/senate/S10-4.htm>> is also relevant, particularly to change of major (see #5 as it relates to impacted majors: "SJSU recruits, admits and enrolls undergraduate and graduate students who meet the eligibility requirements determined by CSU and campus budget and enrollment parameters. Rationale: It is recognized that financial and other resource limitations may necessitate modifications in eligibility requirements for specific programs or majors at SJSU that exceed the minimal CSU qualification standards for enrollment.").

Affected Students

These guidelines apply to all students, but they primarily affect those students who have earned enough units to be within two semesters of graduation. They are particularly restrictive for students who have earned 15 units more than those required for their major program of study and especially those who have not established (and followed) an approved program for timely graduation.

Authors and Authority

PD 2009-05 states: "The Associate Vice President for Undergraduate Studies will publish implementation guidelines for this presidential directive by the end of September, 2009." Undergraduate Studies (UGS) has worked in conjunction with the offices of Student Affairs, Graduate Studies and Research, the Advising Council,

the Associate Deans of the colleges, and Academic Advising and Retention Services (AARS) to develop these guidelines. UGS has also consulted with the Executive Committee of the Academic Senate and the Senate's Instruction and Student Affairs Committee. For the Fall 2010 revision of these guidelines (V. 2.0), UGS worked with AARS, Student Academic Success Services (SASS), Graduate Studies and Research, the Associate Deans of the colleges, Office of the Registrar, and Office of Institutional Research.

Applicable Duration

PD 2009-05 is intended to remain in effect during the emergency until the President signs into effect a replacement policy developed by the Academic Senate. These revised Implementation Guidelines (V. 2.0) are effective immediately for Fall 2010 Semester (August 23, 2010).

Contents

The Guidelines implement specific provisions of PD 2009-05. Quotes (in italics) from PD 2009-05 introduce each Guideline as a reference point. The Guidelines are organized as follows:

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Principles Underlying the Guidelines

The continuing California budget situation has required CSU to turn away many eligible students. Fairness requires that students complete degrees efficiently to allow the University to accept other students and to afford them the opportunity to earn a degree. We interpret the state's support for university education under the Master Plan to mean that as many qualified students as possible should have a fair opportunity to obtain at least a single baccalaureate or master's degree.

State funding is apportioned to the campus based on a target number of full time equivalent students (one FTES = 1 undergraduate student taking 15 units or 1 graduate student taking 12 units). For 2009-10 we were funded by the state to offer no more than 22,460 FTES; if the campus had exceeded its funded limits, it would have received a subsequent penalty budget reduction in the 2010-11 fiscal year. For this reason, credit units need to be rationed in fairness to all. For 2010-11 the CSU has reduced our state-funded target even further--to 20,027 FTES. This significant

reduction creates the pressure to graduate students efficiently to make room for new students to enter the university.

The principle governing rationing of credit units is based on ensuring that the overall number of state-supported units a student can take be kept as close as possible to the total number of units needed to meet state and campus graduation requirements for the specific major or graduate degree chosen. Most undergraduate majors require 120 units. A few majors require more units. Graduate programs at a minimum require 30 units. A few graduate programs require more units.

These guidelines assume that the intention of the State is that every student admitted should be guaranteed enough units each term to complete the graduation requirements for a baccalaureate degree in a reasonable period of time. At the same time, budget reductions to the campus (and the fixed number of credit units we can offer) mean that when students accumulate more units than required for their chosen degree, they are in fact taking away opportunities for other students to earn their degrees.

We conducted research in 2008-09 and learned that a significant number of students (over 5000) had already accumulated over 120 units—hundreds had accumulated over 165 units—without even filing to graduate. It is imperative that we help these students complete their graduation requirements as quickly as possible to make room for new students. During the first year of the PD (2009-10), we took aggressive measures to reduce these numbers significantly. Appendix B provides comparison data for both Spring 2009 and Spring 2010 that demonstrate our progress to date.

The budget reality remains that a student in a 120-unit major who has accumulated 165 units has taken 45 units more than required. In funding terms, this student has been a full-time equivalent student for three semesters longer than required or envisioned by the State-funding model. This student has, in effect, prevented three other students from being served for a semester.

There are many reasons students accumulate more units than required. One prominent factor is that students frequently change their minds about their program late in their academic careers. Perhaps they are not doing well in the major with which they started; perhaps they have come to believe a different major would be more interesting or promising for them. In some cases, students simply want to enrich their educational experience to prepare themselves better for career advancement. These are all laudable goals, but in this budget climate, such late additions or changes come increasingly at the expense of other students.

Therefore, these guidelines set up a system to identify students at the time they apply for graduation and monitor their progress to degree thereafter. Students should apply for graduation two semesters in advance of completing their degrees

or during the term in which they earn 120 units, whichever comes first. The more units a student has earned, the more we need to help the student stay on a focused course to graduation. We will achieve these aims by careful examination of student records, proactive advising, and selective prohibitions and holds that help students make efficient and direct academic progress toward their degrees in the fewest state-supported units possible. In some cases, we will have to limit a student's ability to make program changes after 90 units if the proposed changes will require so many additional units that the academic progress of other students will be compromised.

We understand that students make reasonable choices to amend their programs as they learn about new opportunities or encounter unexpected difficulties in the course of their studies. For our purposes, we will generally interpret "fewest state-supported units possible" to include one semester (15 units) above the number of units required in the student's declared major. Proposed program changes that would exceed this number of units will be carefully evaluated according to the procedures articulated in these guidelines. A student has a right to appeal a decision (see Guideline 7.0 below).

In principle, we want first to work with students through proactive advising and specification of a course of action that will lead to timely completion of the degree. Because of the urgency of the enrollment pressures we face, however, students who fail to comply with the advising requirements for their approved program will be placed on a contract and be permitted to enroll only in courses specified in the contract. In cases where a student has met all requirements for a degree, the President has the authority to confer the degree and declare the student graduated, thus ending enrollment at the university.

Guideline 1.0 – Applying for Graduation

Presidential Directive: CSU needs to confer degrees on those students who have completed all degree requirements, but who either have not applied for graduation or who choose not to for a variety of reasons. Students who have earned more than enough units to graduate but have some remaining requirements to complete will be advised and precluded from registering in any courses other than those required for a timely graduation.

NOTE: Many of the procedures described below for current students with more than 150 earned units after Spring 2009 have already been completed. These procedures will still be in effect, however, for students who enter into the 150+ group after Fall 2009 and will continue throughout the 2010-2011 academic year and until such time as a new policy supersedes PD 2009-05.

1.1 In principle, the more units a student has earned above 120 units (or the required minimum for the major), the more stringent the measures to move the student quickly to graduation. (See Chart in Appendix A.)

1.2 Students who were above 120 units as of 6/16/09 and who have not applied for graduation will not be allowed to register for the Fall 2010 semester until a graduation application is on file. All of these students will be placed *on contract* (see 1.3 below) and have restrictive holds placed on their records so that their future registration will be managed by AARS until they graduate. This restrictive hold is in addition to any mandatory college academic advising holds.

1.3 Students who reached 150 or more units by 6/21/10 will be required to apply for graduation by October 15, 2010. A copy of the contract is available on the Advising Hub at http://www.sjsu.edu/advising/docs/degree_completion_contract.pdf

1.3.1 The contract starts with a meeting between the student and the major/minor advisor. The student will take the completed contract(s) (signed by the advisor(s)) to AARS for review of GE and verification of remaining courses for subsequent semesters.

1.3.2 The contract will specify:

- All courses required to be taken, when to take them, and possible substitutes
- All remaining requirements to be completed within GE
- Any other requirements for graduation (e.g., pass the WST, maintain 2.0 GPA)
- Confirmation that the student has applied for graduation

1.3.3 Registration for students on contracts: Students on contract will be allowed to register for themselves within a given time period and instructed not to register for any classes that are not on their contract and thus not required for the degree. AARS will verify the registration according to the student's contract, drop any non-required classes after consultation with the student, and place a restrictive hold to limit further changes in registration.

1.3.4 A student on contract may not drop or add courses without permission from the Associate Dean of the major college, who will consult with the student's major academic advisor.

1.3.5 Consequences: Those students who fail to comply with terms of the policy and/or contract will be referred to Undergraduate Studies to be placed on Administrative Academic Probation. Administrative Academic Probation is recorded permanently on the student's official transcript. While on Administrative Academic Probation, any subsequent failure to comply with the contract will result in immediate Administrative Academic Disqualification. AARS will message students via *MySJSU* to inform them that they are being placed on Administrative Academic Probation or Administrative Academic Disqualification. Students will be allowed on Administrative Academic Disqualification only once. A second Administrative Academic Disqualification is final; reinstatement will not be possible.

Per Executive Order 10377, students have a right to appeal their placement on Administrative Academic Probation. See Guideline 7, below.

1.4 Students with 135 to 149 units

Each College will be responsible for monitoring the degree progress of its students who have earned over 135 units. AARS will provide the Associate Deans with updated lists. Colleges may choose to place and maintain a registration hold until the student graduates.

1.5 Students who have not yet completed a graduation application:

Starting in academic year 2010-11, all students will be required to apply for graduation two semesters before graduation or during the semester in which they reach 120 units, whichever comes first. For the current academic year, all students who have earned more than 120 units and have not yet applied for graduation should do so immediately. For 2010-11, AARS will enforce the following deadlines for submission of graduation applications:

1.5.1 For the Academic Year 2010-11, all students who have earned (by 6/21/10):

- 150 units or more must apply for graduation by October 15, 2010.
- Between 135 and 149 units must apply by December 1, 2010.
- NOTE: The number of students who apply for graduation influences the number of upper division and capstone courses offered.

1.5.2. Consequences: Please see section 1.3.5.

1.5.3 Finding and Submitting the Graduation Application: The Graduation Application form can be found at http://www.sjsu.edu/registrar/docs/grad_app.pdf. Submit the Graduation Application to the Office of the Registrar or the appropriate college advising center.

1.6 Students who already have applied for graduation

1.6.1 *Students who have earned 135 to 149 units.* Each College will be responsible for monitoring the degree progress of its students who have earned over 135 units. AARS will provide the Associate Deans with updated lists. Colleges may choose to place and maintain a registration hold until the student graduates.

1.6.2 *Students who have earned 150 units or more.* AARS will place the students "on contract" with a restrictive hold, which means that AARS must verify their registration every term until graduation. This restrictive hold will be in addition to any college academic advising hold (see 1.3 above).

Guideline 2.0 – Restricting Enrollment Options

Presidential Directive: *Effective with registration for Spring 2010, any undergraduate or graduate student will be precluded from enrolling in any additional state-supported courses when that student has already met all necessary requirements for the degree for which that student is matriculated. Moreover, students who have met all requirements for graduation prior to any semester in which they are enrolled will be permitted to drop all courses for which they are registered, with no penalty, and to graduate at the next available date. (i.e., December, May or August)*

When a major advisor identifies that a student has likely completed all requirements for graduation, the advisor notifies the Office of the Registrar. When the Registrar confirms that a student has completed all requirements for graduation, the Registrar will alert the major advisor and notify the student. If this occurs before census date for the semester, the Registrar will revoke the student's registration and arrange for the Bursar to refund fees paid in full; the student will be graduated at the earliest possible date. If a student's ability to graduate is discovered after the census date, the student will be allowed to finish the term, will be graduated at the end of that term and will be precluded from taking any further courses. Students notified that they will be graduated in a term they did not choose may appeal following the process outlined below in Guideline 7.0.

Guideline 3.0 – Declaring (Applying for) Majors

Presidential Directive: *In order to facilitate graduation, it is important for students to declare a major and make changes in a timely fashion. Effective for the next application period (i.e., Fall 2010), transfer applicants must declare a major in the application for admission. Freshmen applicants may apply and be admitted as undeclared. By the end of Fall 2009, all students who have earned 60 units must declare a major, and thereafter all students must declare a major by the time they have earned 60 units. If the declared major is impacted, the student must meet criteria similar to those required of newly admitted students in the same major.*

3.1 Beginning Fall 2009, all undergraduate students who have earned 60 units must be accepted into a major or their enrollment will be blocked for following terms until they are accepted into a major. Newly admitted transfer students and students returning from disqualification who are "admitted undeclared" must apply for and be accepted into a major before completing 30 new or additional units at SJSU.

3.2 Students who have been disqualified from a major and assigned to undeclared generally must be reinstated to the original major or apply to a new major by the end of the semester following the disqualification. High unit seniors who remain assigned undeclared as a result of disqualification from a major will face increasing limitations of their enrollment the longer they remain undeclared (see Section 1.0).

3.3 A student wishing to declare an impacted major must submit to the appropriate department an application to change a major no later than November 1 or April 1 (unless the department sets a different deadline), to be considered for the following

semester. Students applying to an impacted major must meet the eligibility criteria set by the department for admission to the impacted major. Departments will decide admissions into impacted majors.

3.4 Students who apply to an impacted major but are not admitted should find an alternative major in the semester subsequent to being denied admission. Students who apply a second time to an impacted major will face the enrollment restrictions for high unit seniors if their second application is unsuccessful.

3.5 *Adding a second major: See Section 4.1.*

Guideline 4.0 – Changing Majors

Presidential Directive: *Student requests for changes in major will not automatically be approved. Effective after the final day of the Fall 2009 semester, students who have earned 90 units or more may not change majors except by special permission. Any request for change of major may be denied for students whose time remaining to complete the requirements for a degree would significantly increase. If the requested new major is impacted, the student must meet criteria similar to those required of newly admitted students in the same impacted major.*

4.1 Students who have earned 90 units or more at the end of Fall 2009, and who request to change a major, add a major or minor, or change a minor, must have their application for such changes reviewed by the Associate Dean of the college of the new requested major and/or minor program. Decisions for changes of program that will extend the units required for graduation will be based upon the program requirements remaining in the student's current major and/or minor program.

4.1.1 Approvals of changes either to the major and/or minor will be permitted if the proposed change does not substantially increase the units required to graduate. Generally, students who propose, with compelling reasons, a change that will require 15 or fewer additional units to graduate will be approved. Students who propose, with compelling reasons, a change that will require more than 15 additional units to graduate will most likely not be approved, though an exception may be possible. Such exceptions will generally be based on either extenuating personal circumstances, or specific blended or interdisciplinary majors in the SJSU Catalog that require completion of additional units.

4.1.2 Students who apply to change a major but are not admitted should find an alternative major in the semester subsequent to being denied admission. Students who apply a second time to change to a major that denied them admission will face the same enrollment restrictions as high unit seniors if their second application is unsuccessful.

4.2 If a student has more than 120 earned units and applies to change or add a major and/or minor, the following guidelines apply:

4.2.1 A student with 165 earned units or more will not be allowed to make any changes unless the proposed change reduces the units required to graduate, in comparison with the approved graduation plan. If one major is complete the student will be graduated at the earliest possible date. If the student is unable to graduate in the currently declared (i.e., original) major (e.g. due to inability to complete/pass a requirement) a new major may be considered.

4.2.2 A student with 150 to 164 earned units will be allowed to change an approved program only if the change will not require any additional units to graduate.

4.2.2.1 A student with a double major who has completed one of the declared majors may be graduated at the earliest possible date, with no guarantee of completion of the second major. A decision to graduate the student without the second major will generally be made in cases where the second major was declared after Spring 2009, and/or is not part of an SJSU Catalog blended or interdisciplinary major, and/or the student has not made adequate efforts to complete both majors in a timely and efficient manner.

4.2.2.2 A student who is unable to graduate in the currently declared major (e.g. due to inability to complete/pass a requirement) may be allowed to change to a new major if it does not significantly extend the units required to graduate. "Significant" increases are defined as more than 15 units beyond the student's currently approved program (See 4.5 and 4.6 below.)

4.2.3 A student with 120 to 149 earned units may be allowed to make program changes for compelling reasons if the change does not add more than 15 units to what is required under the approved graduation application. (Normally, proposed changes, for compelling reasons, that can be completed within 15 units will be allowed.) Students with double majors, and students unable to graduate in the currently declared major, will be managed as described in 4.2.2.1 and 4.2.2.2.

4.3 Impacted Majors: A student wishing to apply to an impacted major must check with the advisors in that major to learn what impaction criteria are to be met; this may include a time frame and/or deadline for application. Students must meet the department's eligibility criteria and follow the department's admission procedures. Students who apply to an impacted major but are not admitted should find an alternative major in the semester subsequent to being denied admission. Students who apply a second time to an impacted major will face the enrollment restrictions on high unit seniors if their second application is unsuccessful.

4.4 Appeals: A student may appeal a denial, following the process outlined in 7.0 below.

Guideline 5.0 – Failure to Make Academic Progress

Students fail to make academic progress when they cannot complete required courses in a chosen major, or when they cannot pass the WST and cannot take any other courses required for their graduation. Sometimes, students cannot make academic progress when they cannot get into a required course that is full.

5.1 Failure to Pass a Required Course: A student who has earned above 90 units and who is unable to complete a major because of *failure to earn a passing grade (as defined by the major) in a required course in the major* will be allowed to repeat the course, consistent with continuing to make progress toward completing the degree, unless the major department does not allow it. Repeated failure to pass a required course may result in probation or disqualification from the major and/or administrative academic probation and disqualification from the university.

5.1.1 Some majors in professional and/or technical disciplines may place students who fail to earn a passing grade in a required course, or courses, on probation in the major, leading to disqualification from the major. The major advisor can provide details. A student who is disqualified from a major, but in good academic standing at SJSU, should contact AARS for assistance in finding a new major.

5.2 Failure to Pass the Writing Skills Test: A student who is unable to graduate because of *failure to pass the Writing Skills Test (WST)* must take necessary steps to improve writing competency to the level required to pass the WST. A student who cannot complete remaining courses required for his/her degree because of failure to pass the WST may be placed on administrative leave for one year. This will allow the student to take appropriate coursework at a community college (or other institution) to improve writing skills before taking the WST again. A student who has failed the WST may elect to take a special session course (either ENGL 96S or LLD 96S); passing this course with a “C” or better satisfies the WST. There are no petitions or waivers to excuse a student from satisfying the WST requirement. Failure to take necessary steps to bring writing competency up to WST passing standards can result in administrative academic probation and/or disqualification from the university.

5.3 A student who is unable to graduate because of inability to get into a required class that is full should notify the chair of the department in which the course is taught as soon as possible during the add period at the beginning of the semester. If the department chair cannot add the student into the course, or find a substitute course, the student should contact the Associate Dean in that college for additional assistance. to see whether an acceptable substitute can be arranged.

Guideline 6.0 – Graduate Students

6.1 Double master's degrees.

6.1.1 Pursuit of two simultaneous master's degrees will be permitted only under the following circumstance. A student in good standing enrolled in one master's program may pursue a second master's degree by means of a change of major, the form for which is available at www.sjsu.edu/gape/current_students/forms. University admission need not be sought. The stipulation, however, is that the student may not apply for and be awarded either degree and graduate until the second degree program is complete. Therefore, both degrees must effectively be completed at the same time, and diplomas will be issued for both degrees. If a student changes majors into a second program while still pursuing the first degree and applies for graduation before the second program has been completed, he or she will be awarded the first master's degree and will lose matriculated status. Student status will thus be revoked and pursuit of the second degree prohibited.

6.1.2 Alternatively, if a second master's degree is desired but will not be completed at the same time as the first, the student must file for graduation from the first degree program and formally apply for admission into the second program. That would require a full application via *CSU Mentor*, submission of all documentation required by the university and the department of the second master's program, and acceptance by both entities. The student should be aware that pursuit of a second master's degree will receive a lower priority for acceptance; the university adheres to the philosophy that, with limited slots available for graduate study, those in their initial undertaking should have a chance before others have a second chance.

6.2 Graduate course exemption. Graduate students who have only to complete thesis or project courses, having successfully completed all other course work for their degree, are restricted from registration for courses outside of their degree program (thus courses absent from their candidacy form). However, the Associate Vice President of Graduate Studies & Research, if petitioned by the department on behalf of the student, may grant an exception to this directive. The exemption would be based on the benefit for the student, for example, electives pertinent to the field of study that were not available earlier.

6.3 Once all requirements for the master's degree have been met, including culminating experience, students will not be permitted to delay degree conferral and graduation, such as by filing for a change in date for award of master's degree or by taking additional courses. The petition to delay the graduation date will be denied, and registration in additional courses as a matriculated student will be blocked.

Guideline 7.0 –Appeals of Decisions

7.1 Students may appeal any of the following decisions made under these guidelines:

- Request to change/add a major or minor is denied;
- Assigned to a major not of his/her choice;
- Assigned graduation date before his/her term of choice.

7.2 This appeal must be made within one semester by filing a *Petition to Appeal a PD 2009-05 Decision* (available online at the Advising Hub) with the Office of Undergraduate Studies. The petition must include both an explanation and evidence of any extenuating circumstances that would justify an exception, such as health issues, military service, or similar circumstances. Appeals may also be granted based upon other justifications that do not violate the intentions of PD 2009-05. Students may be able to demonstrate, for example, that the proposed change will not extend time to graduation or that some other compelling reason exists for an exception.

7.3 The Office of Undergraduate Studies will convene an appeals panel made up of college advisors, always including a representative from the college(s) involved in the student's request for a change. This group will meet with the relevant Associate Dean(s) for full details supporting the original decision.

7.4 The Appeals Panel will evaluate the student's appeal and provide a decision in writing within three (3) weeks of receiving the appeal.

7.5 Students who appeal the assigned graduation date in order to be able to take additional courses not required for graduation must provide evidence of the added value of additional coursework *as well as* reasons why that exception would justify taking the units away from other students.

APPENDIX A

Priority	Student groups * (with operational definitions)	Communication Action(s) needed (including deadlines if any)	Advising/Restrictive Holds** & Graduation Contracts/Worksheets	Mandatory Advising and/or Contracts (with lead in bold)
1	On 120+ tracking list as of 6/16/09*. Graduation application submitted.	Review by AARS 1) Message before hold is placed 2) Individual contact if student is registered in class not required	1) MySJSU -- Restrictive Hold after registration 2) Contract for graduation 3) Registration monitored by AARS 4) Graduation Hold Letter/Worksheet	1) Major advising (& minor advising if appropriate); 2) AARS & grad evaluation 3) UGS for petitions (if needed)
2	On 120+ tracking list as of 6/16/09*. Graduation application not submitted.	<u>Message:</u> Not allowed to register for any term, beginning Fall 2010, without a graduation application on file.	1) MySJSU – Level 2 Restrictive Hold for all terms until application received and recorded 2) Contract & plan for graduation 3) Review by AARS, then 4) Graduation Worksheet	1) Major advising (& minor advising if appropriate); 2) AARS & grad evaluation 3) UGS for petitions (if needed)
3	≥ 150 units* completed Not yet applied for graduation	<u>Message:</u> 1) Apply for graduation by 10/15/10 3) SJSU expectation/timely graduation	1) MySJSU -- Restrictive Hold after registration 2) Contract & plan for graduation 3) Registration monitored by AARS, then 4) Graduation Worksheet	1) Major advising (& minor advising if appropriate); 2) AARS & grad evaluation 3) UGS for petitions (if needed)
4	≥ 150 units* completed Already applied for graduation	<u>Message:</u> 1) See advisors by 11/2/10 2) Complete & sign contract by 11/2/10 3) SJSU expectation/timely graduation	1) MySJSU -- Restrictive Hold after registration 2) Contract & plan for graduation 3) Registration monitored by AARS, then 4) Graduation Worksheet	1) Major advising (& minor advising if appropriate); 2) AARS assistance (if requested) 3) UGS for petitions (if needed)
5	135 – 149 units* completed Not yet applied for graduation	<u>Message:</u> 1) See advisor(s) prior to registration 2) Apply for graduation by 12/1/10 3) SJSU expectation/timely graduation	1) MySJSU -- Advising Hold for all terms 2) Plan for graduation 3) Graduation Worksheet	<u>Group advising OK:</u> 1) Major advising (& minor advising if appropriate); 2) AARS assistance (if requested) 3) UGS for petitions (if needed)
7	135 – 149 units* completed Already applied for graduation	<u>Message:</u> 1) See advisor(s) prior to registration 2) Confirm plans for graduation 3) SJSU expectation/timely graduation	1) MySJSU -- Advising Hold for Spr '10 2) Plan for graduation 3) Graduation Worksheet 4) Contract (if needed) for Fall '10	<u>Group advising OK:</u> 1) Major advising (& minor advising if appropriate); 2) AARS assistance (if requested) 3) UGS for petitions (if needed)

- * **Student Groups** (definitions) are based on **Earned Units** (UE), excluding remedial units and community college units in excess of 70
- ** **Advising Hold** (only) = “ordinary” advising meeting & planning prior to registration; by college, and/or AARS advisors per college preference;
Restrictive Hold = Advising Hold + inability for students to add or drop classes without permission (This is a PERMANENT hold until the degree is conferred)
Level 2 Restrictive Hold = Prevents any registration. (This is a PERMANENT hold until a graduation application has been submitted to and recorded by the Office of the Registrar.)

10/8/09, Revised 10/22/09, Revised 7/23/10

Issued by Office of Undergraduate Studies

In Conjunction with Office of Student Academic Success and Academic Advising and Retention Services

Appendix B

2010

Summary of Super Seniors with "Modified" Cumulative Earned Units of 120 or Higher - Spring 2010
(prepared by Office of Institutional Research, 06/23/2010)

College	Degree Checkout Status				Grand Total
	AG	AW	PN	(blank)	
Applied Sci & Arts	108	162	420	124	814
Business	81	182	329	87	679
Education	7	8	35	8	58

Engineering	107	61	248	159	575
Humanities & the Arts	120	145	260	167	692
Science	91	36	140	85	352
Social Sciences	20	68	136	56	280
Undergraduate Studies	-	-	-	2	2
Grand Total	534	662	1,568	688	3,452

Summary of Super Seniors with "Modified" Cumulative Earned Units of 150 or Higher - Spring 2010

College	Degree Checkout Status				Grand Total
	AG	AW	PN	(blank)	
Applied Sci & Arts	16	28	70	8	122
Business	7	20	26	7	60
Education	-	3	3	1	7
Engineering	34	23	98	21	176
Humanities & the Arts	35	51	91	20	197
Science	19	17	54	11	101
Social Sciences	4	15	16	3	38
Grand Total	115	157	358	71	701

Note:

Applied for Graduation AG
 Approved AP
 Degree Awarded AW
 Denied DN
 Program in Review IR
 Needs to Finish Pending Work PN
 Withdrawn WD
 (blank)= no graduation application

Modified Total Cumulative Earned Units = Modified Transfer Units + End SJSU Cum Units

Modified Transfer Units = 70 if Transfer Units is 70 or more, else is the original transfer units

2009

Summary of Super Seniors with "Modified" Cumulative Earned Units of 120 or Higher - Spring 2009

(prepared by Office of Institutional Research, 06/16/2009)

College Long	Degree Checkout Status					Grand Total
	AG	AW	IR	PN	(blank)	
Applied Sci & Arts	71	49	1	533	331	985
Business	152	40		760	241	1,193
Education	8	4		81	24	117
Engineering	90	17		340	371	818
Humanities & the Arts	83	19		401	460	963
Science	37	6		207	180	430

Social Sciences	28	22		350	124	524
Undergraduate Studies	1			1	6	8
Grand Total	470	157	1	2,673	1,737	5,038

Summary of Super Seniors with "Modified" Cumulative Earned Units of 150 or Higher - Spring 2009

College Long	Degree Checkout Status					Grand Total
	AG	AW	IR	PN	(blank)	
Applied Sci & Arts	12	12		103	43	170
Business	12	3		103	19	137
Education	1	1		9		11
Engineering	23	16		188	88	315
Humanities & the Arts	28	5		130	91	254
Science	9	2		68	31	110
Social Sciences	4	3		32	10	49
Undergraduate Studies				1		1
Grand Total	89	42	0	634	282	1,047

Note:

Applied for Graduation AG
 Approved AP
 Degree Awarded AW
 Denied DN
 Program in Review IR
 Needs to Finish Pending
 Work PN
 Withdrawn WD
 (blank)= no graduation application

Modified Total Cumulative Earned Units = Modified Transfer Units + End SJSU Cum Units
 Modified Transfer Units = 70 if Transfer Units is 70 or more, else is the original transfer units

Students with 150 units are included in the 120+ numbers.