

# MAJOR FORM

[UNDERGRADUATE]

Department of Biological Sciences  
San José State University

## HOW TO FILE FOR GRADUATION:

1. Obtain unofficial transcripts/grade slips that support grades and units earned for ALL college coursework listed on your Major Form.
2. Fill out the Major Form on the Biological Sciences website: [www.sjsu.edu/biology/](http://www.sjsu.edu/biology/)  
Click on **Forms & Documents**.
3. Fill out the Graduation Application Form on the Registrar's website: [www.sjsu.edu/registrar/](http://www.sjsu.edu/registrar/)  
Click on **Forms A-Z**.
4. Bring the typed Major Form, Graduation Application, and your unofficial transcripts to your Biological Sciences advisor to obtain a signature of approval.  
*Note: A list of Faculty Advisors is available in the Biology Office.*
5. Assemble the packet:
  - A. The Major Form, signed by your advisor.
  - B. Graduation Application Form, signed by you and your advisor.
  - C. Unofficial transcripts.
6. Deliver your **COMPLETED** packet to the College of Science Advising Center.  
**IT IS YOUR RESPONSIBILITY AS THE STUDENT TO FOLLOW UP ON THE STATUS OF YOUR GRADUATION PAPERWORK.**

## DEADLINES:

- For August and December graduation: file by **May 1** of the same year.
- For May graduation: file by **November 1** of the preceding year.

## CONGRATULATIONS!

### YOU HAVE COMPLETED THE GRADUATION APPLICATION PROCESS!

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**The completed form is your contract for graduation.** You must satisfactorily complete all of the courses listed on the Major Form. If it becomes necessary to amend the contract, obtain a **Substitution Form** from the Biology Office, or download it from the Registrar's website: [www.sjsu.edu/registrar/](http://www.sjsu.edu/registrar/). Submit the completed, signed form with supporting grade documentation (as necessary) to the Biology Office for approval.

# MAJOR FORM

Specify either current catalog or catalog in effect when first enrolled or when re-enrolled at SJSU.

Catalog Used: \_\_\_\_\_

Proposed Grad Date: \_\_\_\_\_

Name: \_\_\_\_\_

SJSU ID: \_\_\_\_\_

Major:

BS BA \_\_\_\_\_

Minor: \_\_\_\_\_

Concentration: \_\_\_\_\_

Credential: \_\_\_\_\_

Units 124-132 \_\_\_\_\_

Phone: \_\_\_\_\_

Courses Completed (Biology Major)					Courses Completed (Prep / Support)				
Dept	Num	Title	Un	Grd	Dept	Num	Title	Un	Grd
Biol	101	<u>Slippery Rock St. College</u> General Biology (sub Biology 2)	4	B	Chem	10A	<u>Southern Northwestern Univ</u> General Chemistry (sub Chem 1A)	8	B
Biol	1	<u>San Jose State Univ</u> Plant Biology	4	B					
Biol	3	Cell Biology	4	A					
Biol	115	General Genetics	4	B					
					Chem	1B	<u>New York University</u> General Chemistry	5q	B

  

Major Courses In Progress &/or To Be Completed					Prep/Support In Progress &/or To Be Completed				
Dept	Num	Title	Un	Grd	Dept	Num	Title	Un	Grd
Micr	101	General Microbiology	4						
Zool	116	Vertebrate Zoology and Natural History	4						

SPELL OUT CORRECT NAMES FOR COURSES. SEPARATE COURSES TAKEN AT DIFFERENT SCHOOLS. LIST WHICH COURSES ARE SUBSTITUTES. DO NOT LIST NON-MAJOR

List other major requirements including Major electives.

**EXAMPLE**

NOTE SUBSTITUTIONS

LIST COLLEGES TAKEN AT DIFFERENT UNIVERSITIES OR COLLEGES SEPARATELY

LIST QUARTER UNITS AS qt.

USE CORRECT TITLES

ATTACH COPIES OF TRANSCRIPTS TO FORM. ATTACH MINOR FORM IF REQUIRED BY MAJOR.

Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

Dept. Chair: \_\_\_\_\_

Date: \_\_\_\_\_

All courses required in the major [minor] must be completed within ten (10) years prior to graduation. This form is valid for only two (2) years after it has been approved by the department chair.