



Congratulations on submitting your application for graduation! You are one step closer to obtaining your degree from San Jose State University. Attached is your "graduation worksheet" which is a checklist of outstanding requirements. It is your responsibility to update this initial worksheet as you complete the course work. **Please examine the worksheet carefully as we will not review your records again until the grades for your graduation term are posted.** Here are suggestions to help you understand the worksheet and to streamline your graduation processing:

The **left side** of the worksheet shows demographic information: your name, as it will appear on your diploma; your diploma address where graduation correspondence and diploma will be sent (*if you move, be sure to update your diploma mailing address online at: my.sjsu.edu, view or update this information under your personal data*); your date of graduation; major(s) and minor that will appear on your diploma and SJSU transcript (*note: only the first minor listed will appear on the diploma. All other minors will appear on the SJSU transcript only*). The "comments" area provides additional information.

The **right side** of the worksheet shows a list of outstanding requirements that must be completed by your graduation date. (**If you use one course to complete two requirements listed, you still must complete the minimum amount of units required for your degree**).

The **bottom** of the worksheet shows a summary of coursework completed (it does not include work currently in progress). It shows your cumulative SJSU and overall grade point average; grade point deficiencies; units completed for upper division, residence, 2 year college, extension, and total units; required units (reflecting outstanding requirements/units); units required for your degree; who prepared the worksheet and on what date. Please read the disclaimer statement at the bottom and refer to the university's degree requirements listed in the SJSU 2010-2012 catalog starting on page 460.

- **If you have substituted any course(s) for your major/minor requirements, contact your major/minor department for an approved substitution form to be sent to our office.**
- **If you expect to postpone graduation, you must submit a "Graduation Date Change" form or written notification, with a \$10.00 fee prior to the deadline date for that graduation date (see schedule of classes for deadline dates). You may obtain this form on-line at: <http://www.sjsu.edu/registrar/forms/index.htm>**
- **If you have completed work at another school and have not submitted the transcript, order the transcripts to be sent to SJSU as soon as the coursework is complete. Note: the work must be completed by the end of the graduation term and official transcripts must arrive in our office within one month after your graduation date.**
- **If you have a major/minor grade point deficiency, you must contact your major/minor advisor for assistance in clearing the grade point deficiencies.**
- **All coursework must be completed by the last day of your graduation term (no outstanding units, course work, or requirements are allowed). If you need to request a substitution form from the department or are filing a petition, it must be requested or filed prior to the last day of your graduation term.**
- **Any Incomplete (I) or Record Delayed (RD) must be cleared before your degree can be awarded. You must submit all work to clear the Incomplete or Record Delayed to the instructor prior to the last day of your graduation term or you will need to change your date of graduation to the next available date.**