Congratulations on submitting your application for graduation! You are one step closer to obtaining your degree from San Jose State University. The Graduation Worksheet you have received is a checklist of all your outstanding requirements. **It is your responsibility to update this initial worksheet as you complete the requirements listed.** Please examine the worksheet carefully as we will not review your records again until final grades for your graduation term are posted. Note that our office does not provide updated worksheets.

Here are some suggestions to help you understand the worksheet and to streamline your graduation processing:

- 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 your graduation term, you must submit a "Graduation Date Change" form and pay the $10 fee. You may obtain this form on-line at: [http://www.sjsu.edu/registrar/forms/index.html](http://www.sjsu.edu/registrar/forms/index.html)
- If you have completed coursework at another school and have not submitted the official 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.
- You must maintain a 2.00 GPA in your SJSU, overall, major and minor coursework in order to graduate. If you have a 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, coursework, 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.

Please read the disclaimer statement at the bottom of the Graduation Worksheet. For more information about degree requirements read the section entitled “Degree Requirements –Undergraduate” located in the SJSU Catalog.
This section shows your graduation term.

2. This section shows general information including: your name, as it will appear on your diploma; your diploma address where your 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); major/minors 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).

3. This section shows outstanding GE requirements including lower division core, SJSU Studies, American Institutions and PE. To review your GE requirement go to MySJSU and select Academic Requirements. Refer to the catalog for more information.

4. This section shows all outstanding major and minor requirements. If you are taking courses different from the courses listed on your major/minor form you must submit a Substitution Form. Form is available at http://www.sjsu.edu/registrar/forms/index.html

5. This section provides additional information about certain requirements—see the numbers in brackets [ ] in section #4.

The bottom section of the Graduation Worksheet provides information about work completed as of your last term graded.

6. This section shows your cumulative SJSU and overall grade point averages. It includes grade point deficiencies. If you have a major/minor grade point deficiency, you must contact your major/minor advisor for assistance in clearing the grade point deficiencies. You must maintain a 2.00 GPA in your SJSU, overall, major and minor coursework in order to graduate.

7. This item shows total Upper Division units earned. You must complete 40 upper division units to graduate.

8. This item shows total residency units earned (units earned at SJSU). You must complete 30 residency units to graduate. Twenty-four (24) of these units must be upper division courses, 12 units must be in the major and 9 units must be in General Education (SJSU Studies - Areas R, S, V & Z). There will be overlap across these categories.

9. This item shows total units earned at 2-year college(s). A maximum of 70 semester units earned in community college(s) may be applied toward the degree. If you have reached this maximum you must earn a minimum of 50 units at SJSU.

10. This item shows total Open University units earned. A maximum of 24 Open University units may be applied toward graduation.

11. This item shows total units earned. You must complete a minimum of 120 semester units to graduate.

12. This item shows your evaluator, their contact information and the date the Worksheet was completed.