



## Graduation Application

### Deadlines

#### Summer and Fall Graduation:

**March 1<sup>st</sup>** We encourage you to apply at least 2 semesters in advance of the graduation date, if you have completed 90 semester units.

#### Spring Graduation:

**July 1<sup>st</sup>** of the preceding year, if you have completed 90 semester units.

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## APPLICATION CHECKLIST

- Please read this brochure carefully.
- Review all graduation requirements in the Catalog under which you will graduate.
- Once you have completed 90 semester units obtain your completed and signed Major/Minor forms from your department.
- Please have your major department submit your completed Major/Minor forms in a **separate sealed** department envelope with your application for Graduation to the Student Service Center – Attn: Academic Advising & Retention Services (extended zip 0193) **by the application deadline shown above.**
- Effective Fall 2009 semester, all graduation applications must be submitted and approved by the Office of Academic Advising & Retention Services (AARS).
- Complete all outstanding requirements by your graduation date.**
- Register with the Career Planning and Placement Office (Optional).

## Application Processing

If your application is submitted to our office by the deadline date, a graduation worksheet of outstanding requirements will be mailed to you the semester prior to your graduation term. Please review this worksheet carefully. You must complete all requirements and submit all paper work by the last day of the term of graduation. Departments will be given additional time to submit other documents (i.e. substitution forms, petitions, etc.)

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## Second Baccalaureate Degree

If you currently have a bachelor degree and have matriculated at SJSU into the second baccalaureate program, you should apply for graduation by the deadline. Please review the requirements for a second baccalaureate degree in the SJSU catalog.

To be eligible for the degree, you must complete all course work which constitutes the second degree with at least two additional semesters of work with a minimum of 30 units beyond the first degree in accordance with the University residence requirement. Second baccalaureate degree candidates must meet the academic regulations required of all undergraduate students.

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## Attendance at another College or University

Students planning to attend a college or university other than SJSU during their final semester must notify their Graduation Evaluator. Courses must be completed the semester of graduation, and transcripts received within one month after graduation.

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## Changing Your Date of Graduation

**All requirements must be completed by your graduation date.** If you discover that you will not be able to complete all requirements by the end of your anticipated graduation term, 1) you must meet with an advisor at "AARS" (Academic Advising & Retention Services) in the SSC Building and the request must be reviewed and approved by the Office of AARS. 2) After your date change request has been approved, you will need to pay the \$10 processing fee at the Bursar's Office, 3) the completed Graduation Date Change Form must be submitted to Window "R" (Registrar) in the SSC **no later than the first day of classes for the intended graduation term.**

## Official Notification of Degree

The notification of graduation is mailed to the diploma mailing address you indicated on your Application for Graduation. If your diploma address has changed, please update your diploma and email address on my.sjsu.edu (view or update this information under your personal data) or contact your Graduation Evaluator as soon as possible to insure receipt of your correspondence.

Diplomas will be mailed as soon as final semester grades are posted and requirements are cleared (normally four to six weeks after the close of the semester).

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## Commencement

Degrees are conferred three times a year: August (Summer), December (Fall) and May (Spring). The date of the diploma reflects the term for which you applied and completed all degree requirements.

There is one Commencement Ceremony each academic year. It is held in May. Student who graduated in August or December of the previous year, and those who have applied for May graduation are eligible to participate in the ceremony. The Office of the President will mail commencement information to you in April of the year you qualify for participation.

**Please note:** If you apply after the application for graduation deadline date, or do not submit your graduation date change to your Evaluator on or before the first day of classes for the term of graduation, your name will not appear in the commencement book.

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## Graduate Admission

**Once you are granted your degree, you are no longer an enrolled student. Should you wish to continue your enrollment as a graduate student, you must file a new admission application on-line at: [www.csumentor.edu](http://www.csumentor.edu)**

If you require further information, please call (408) 283-7500.

