



Back-Date of Degree

INSTRUCTIONS:

1. Only for undergraduate students who have been formally admitted to and enrolled at SJSU for at least one semester. If you have completed all your requirements and applied for graduation for a certain semester, but through extenuating circumstances or administrative errors, you did not graduate, you may request that your degree be granted with your original application date.
2. Consult with a Graduation Evaluator before submitting your request.
3. Completely fill out this form. Requests will NOT be accepted if any attachments or signatures are missing.
4. Attach a statement of your request, explaining the reason you are making the request and the extenuating circumstances that prevented you from graduating by the date stated on your application.
5. Attach ALL required documentation.
6. Obtain signature from the Chair of your major department.
7. Turn your petition into the front desk at the Student Services Center, along with a self-addressed, stamped envelope.
8. The Undergraduate Studies Office will make the final decision and mail a copy, without attachments, to the student.

SJSU Student ID Number _____

Name _____ Date _____

Complete Address _____

Email _____ Daytime Phone _____

Student Signature _____ Date Entered SJSU _____

Applied for Graduation? _____ yes _____ no Anticipated Graduation Date _____

Requested Graduation Date _____

REQUIRED ATTACHMENTS (photocopies are acceptable)

- Complete transcripts prior to Spring 1991 (if applicable)
- Statement explaining circumstances that prevented graduation
- Major form showing completion of all requirements by desired date
- Graduation worksheet verifying application for graduation on desired date and completion of all requirements
- Documentation of circumstances that prevented graduation

Recommendation:

Major Department Chair (print)	(Signature)	Date
--------------------------------	-------------	------

FINAL DECISION

Approved (if all requirements met by requested date) Denied Other

Comments:

Associate Dean, Undergraduate Studies	Date
---------------------------------------	------

FOR OFFICE USE ONLY: Original : records	Copy: student	
_____	PeopleSoft Comments (must be initialed)	1/07