



**You can apply for graduation, as long as you are two full semesters away from graduating and not in disqualified academic standing. If you apply for graduation in a timely fashion, you will have two semesters of priority registration (spring and fall).**

**Two Semester Priority Registration Deadlines**  
(Allows students 2 semesters of priority registration.)

Expected Graduation Semester	Deadline for Registrar's Office Submission
Fall 2016	October 1, 2015
Spring/Summer 2017	May 1, 2016

**One Semester Priority Registration Deadlines**  
(Allows students 1 semester of priority registration.)

Expected Graduation Semester	Deadline for Registrar's Office Submission
Spring/Summer 2016	October 1, 2015
Fall 2016	April 1, 2016
Spring/Summer 2017	October 1, 2016

**APPLICATION PACKET CHECKLIST**

- Review all graduation requirements in the Catalog under which you will graduate.  
[http://www.sjsu.edu/advising/for\\_students/g\\_rad\\_reqs/catalog\\_rights/](http://www.sjsu.edu/advising/for_students/g_rad_reqs/catalog_rights/)
- View your Academic Requirements Report on your MySJSU page to determine what General Education (GE) requirements you may still have outstanding to complete your degree. If you have questions, meet with the Academic Advisor for your major or with your College Student Success Center.
- Submit these materials together in one packet:**
  - Major form (department sealed envelope)
  - Minor form(s) (if applicable) (department sealed envelope)
  - Graduation Application (signed)

**NOTE: If you want to request to declare a second major and/or minor(s) to your degree, you should complete and turn in the Change of Major/Minor paperwork with this application. It will be difficult to add a second major and/or minor(s) after your graduation application is processed.**

All graduation application packets (with major and minor forms) must be submitted to Window R in the Student Services Center or mailed to Office of the Registrar (extended zip 0009).

- Complete all outstanding university level requirements by your graduation date.**
- If you have not done so, register with the Career Center.  
<http://www.sjsu.edu/careercenter/>

**Application Processing**

Once your application packet is submitted, a graduation worksheet will be e-mailed to you at your preferred email address in MySJSU. You will receive your worksheet the semester prior to graduation, as long as you submitted your graduation application packet before the deadline. **PLEASE CAREFULLY REVIEW YOUR GRADUATION WORKSHEET.** If you have questions on your graduation worksheet, please contact your graduation evaluator.

**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. To be eligible for the second degree, you need only complete major course work that constitutes the second degree. You will not need to complete any requirements that are not specific to your degree program.

**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 by the semester of graduation, and transcripts received within one month after graduation.

**Changing Your Date of Graduation**

**All requirements must be completed by your graduation date.** If you will not be able to complete all requirements by the end of your anticipated graduation term: 1) You must meet with your major advisor who needs to approve a Graduation Date Change Form. Note, if you have completed all your graduation requirements, your request will be denied and your degree will be conferred. 2) After your date change request has been approved by your major advisor, you will need to pay a non-refundable \$10 processing fee at

the Bursar's Office, and 3) You must submit completed Graduation Date Change Form 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 ensure receipt of your correspondence.

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

**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 University Commencement Ceremony each academic year. It is held in May. Students 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. Participation in the University Commencement Ceremony does not constitute degree completion. 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.

**Graduate Admission**

**Once you are granted your degree, you are no longer a matriculated undergraduate 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 need further details, please call (408) 283-7500, press 2 for menu, then 3 (Registrar).

