

Spartan Accelerated Graduate Education (SAGE) Scholars Program: Admission and Transition Graduate Career Application

This form is to be submitted **twice** during the student's participation in the SAGE program. Please review information at the end of this form regarding application to undergraduate graduation and the requirements for transition to graduate status.

A. Confirm Student Satisfies the Eligibility Requirements

1. Students must successfully complete a minimum of 60 undergraduate degree applicable units and not more than 120 undergraduate degree applicable units at the time of admission into the SAGE program.
2. Students must be enrolled in or have completed the undergraduate Graduation Writing Assessment Requirement (Area Z/100W/GWAR prior to admission into the SAGE program).
3. Students must have a minimum 2.5 cumulative GPA at the time of admission into the SAGE program. Note that there may be SAGE programs that require a higher GPA admission standard.
4. Students must have completed all lower division courses (designated as 1-99) BEFORE transitioning into the SAGE graduate degree objective status.

B. Complete the Student & Program Information

Student First & Last Name: _____

Student ID #: _____ E-mail Address: _____

*SAGE Program: _____

Undergraduate Degree Applicable units: _____ total units completed to date

Current Cumulative GPA: _____

Expected Completion Date of Programs (semester & year)

Bachelor's: _____ Master's: _____ Credential (if part of SAGE program): _____

*Combined bachelor's/master's (and credential if applicable) or SAGE Scholars programs must be approved by the University. For a list of approved SAGE Scholars programs, visit the [MyRoadmaps Catalog SAGE Scholars section](#). Faculty may learn more about the process to develop SAGE Scholars programs by visiting the [Curriculum website](#).

C. Complete Step 1 or Step 2 (as applicable)

Step 1 Advisor Responsibilities: Complete the [SAGE Career Academic Planner](#) from the beginning of the student's academic career (including degree eligible transfer units). The student must be advised using the SAGE Career Academic Planner which should be reviewed and updated each semester. Both advisor and student must sign this form. This application must then be forwarded to the Office of the Registrar. Students should consider applying for their undergraduate degree upon completion of 85 units— see page 3.

Step 2 Advisor Responsibilities: During the semester in which a student expects to complete at least 120-degree eligible units, SAGE Scholars must complete Step 2. Both advisor and student must sign this form. The graduate advisor will prepare an [Advancement to Candidacy form](#). This application and the Advancement to Candidacy form must then be forwarded the appropriate Graduate Admissions and Program Evaluations Office evaluator for approval and placement of the student into their new graduate program.

Student Signature: _____ Date: _____

SAGE Program Advisor Name: _____

SAGE Program Advisor Signature: _____ Date: _____

STEP 1 Admission to the SAGE Program

Submit this **SAGE Application** to the Office of the Registrar (regist@sjsu.edu)

Approved Denied Registrar Reason: _____

Office of the Registrar Name: _____

Office of the Registrar Signature: _____ Date: _____

STEP 2 Transition into Graduate Classified Standing & Advance to Candidacy

Submit the SAGE Application Form and the [Advancement to Candidacy Form](#) to the appropriate GAPE Program Evaluator. For a list of Graduate Program Evaluators assigned by college/department, please visit: sjsu.edu/gape/about_us/staff

Approved Denied GAPE Reason: _____

GAPE Evaluator Name: _____

GAPE Evaluator Signature: _____ Date: _____

Application for Undergraduate Graduation

Candidates for the baccalaureate degree must file an application for graduation at least two semesters prior to the expected graduation date in order to allow time to make up any deficiencies or correct any discrepancies that may delay graduation. At least 85 semester units must be completed before an application for graduation may be submitted. Upon evaluation of all Bachelor's degree requirements, if the student has satisfied all requirements, the degree is awarded. Note that minimum requirements include completion of the following: 120-degree applicable units, all lower-division courses, lower division core GE, and SJSU Studies. If you have not already applied for undergraduate graduation, submit the following items to the Office of the Registrar.

- SAGE program Major/GE form to be completed by the student and advisor (Appropriate Undergraduate Evaluator)
- Graduation Application form (Appropriate Undergraduate Program Evaluator)

For more information about the graduation process visit: sjsu.edu/registrar/graduation

SAGE Program Transition Evaluation to Graduate Status

1. The following eligibility requirements apply for courses counted in the Master's degree including those courses to be double counted:
 - a. GPA of at least 2.5 cumulative in undergraduate career & completed graduate coursework with a C or better.
 - b. Graduate program designated GVAR course listed on SAGE Program Career Academic Planner.
 - c. At least 50% of the graduate program must be 200-level courses and at least 60% of the designated graduate courses must be letter graded
 - d. A maximum of 6 semester units of 298 or 299 may be used for the program A maximum of 6 semester units of 298 or 299 may be used for the program
2. Upon admission to the SAGE program, students are required to adhere to University policies and maintain academic standards for their respective Bachelor's and Master's degree requirements and any other requirements stipulated for a specific SAGE program. Those students who do not meet academic standards throughout their program will be subject to being discontinued from the SAGE program. Please review the catalog and your program's [SAGE Scholars Program](#) for more information.
3. Once students have been admitted into the graduate career plan, they should meet regularly with their graduate advisor and GAPE to ensure timely graduation. The degree is awarded once the student has satisfied all degree requirements and notification of completing the culminating experience has been provided to GAPE.
4. Students can continue to take undergraduate classes after transitioning to graduate status. However, no lower division classes taken in graduate status will count towards the graduate degree.
5. A student will be assessed the undergraduate SJSU tuition fees only during the time in which the SAGE program student has earned fewer than 120 units applicable to the program.
6. Title V (CCR § 40510) requires a minimum 3.0 grade point average for all courses taken to satisfy master's degree requirements with the exception for those courses in which no letter grade is

assigned. Therefore, the final candidacy form reviewed for graduation approval will include all grades earned required for a program (both acceptable and unacceptable), and irrespective of when an official candidacy form was originally created and approved by the graduate advisor. All grades earned on courses listed on the candidacy form will be averaged in determining the program GPA, including courses for all grades earned if the course was taken more than once.

7. If the student opts out of, or fails to complete the Master's degree portion of the program, the following will apply:
 - Credit earned for graduate coursework and used to complete the bachelor's degree may not be used to satisfy unit requirements of the Master's degree;
 - Credit earned for graduate coursework, that can be counted towards the Master's degree, shall be available for application to an SJSU graduate program upon subsequent approval by the program and subject to University Policy [S17-7](#) (Graduate Course Revalidation); and,
 - There will be no related costs to the student nor refund of previous graduate fees paid.

Please contact Jeff Honda, Associate Dean for Graduate Studies, if you have any questions:

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Phone: (408) 924-4877