

Back-Date of Degree Petition

The purpose of this petition is to allow students, who completed all graduation requirements and applied for graduation for a certain semester but through extenuating circumstances or administrative error, did not graduate. Students may request the degree to be awarded with the original graduation date degree was completed, or at the time at which all requirements for the degree were completed. Back-Date of Degree requests should not be used for situations in which a student is unaware that there were outstanding requirements. In other words, the student is responsible for addressing all degree requirements by the graduation deadline.

This petition will **ONLY** be considered if:

1. Must have a graduation application on file before submitting this petition,
2. Completed all graduation requirements,
3. A personal statement explaining why you are making this request and the extenuating circumstance that prevented you from graduating by the date stated on your application.
4. Required documents to attached
 - a. Copies of all external transcript (if applicable; unofficial transcript okay).
 - b. Additional documentation
 - c. Personal statement
 - d. Graduation Worksheet or Hold Letter (if applicable)
5. Need signatures from all Department Chair(s) (if double major, Special Major) and include recommendation from Minor department(s) (if applicable)
6. Submit completed petition to the Office of the Registrar, Student Service Center, window "R" (corner of San Fernando St).

Petition will be Return if:

1. Information provided is untruthful
2. Not formally matriculated (admitted and enrolled) at San José State University for at least one semester.
3. Not using the most recent version, (please check with Undergraduate Education or www.sjsu.edu/gup to be certain that you are using the most recent version of this petition).
4. Petition is not completely fill-out
5. Attachments and/or signatures are missing
6. A valid graduation application is not on file

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Section I: Student Information

SJSU ID: _____ Name (First & Last): _____ Date: _____
 Email: _____ Telephone: _____
 Major: _____ Student Signature:¹ _____
 Minor _____ ¹by signing, you acknowledge the information you are providing is truthful

Section II: Graduation Information (Must have a valid Graduation Application on file before submitting petition)

Anticipated Graduation Date: _____ Requested Graduation Date: _____

Section III: Required Signatures:

Major Department Chair recommendation: Recommend Not Recommend

Comments (required if request is denied)

Name (print): _____ Date: _____

Signature: _____ Phone: _____

Double Major or Minor Chair recommendation:

Department: _____ Recommend Not Recommend

Name (print): _____ Date: _____

Signature: _____ Phone: _____

Submit to Student Services Center, window "R"

Section IV: For Office Use Only

Graduation Evaluator Recommendation: Recommend Not Recommend

Comments (required if request is denied)

Name (print): _____ Date: _____

Signature: _____ Phone: _____

Registrar or Undergraduate Education Associate Dean (Final Decision)² APPROVE DENY

Comments (required if request is denied)

Name (print): _____ Date: _____

Signature: _____ Phone: _____

² Undergraduate Education assigns designee signers