



# Application for Graduation Information

Office of the Registrar, One Washington Square, San Jose, CA 95192-0009

## Graduation Application

**You must be in good academic standing and have earned at least 90 units**

### Deadlines

**Summer and Fall Graduation:**

**May 1<sup>st</sup>**

**Spring Graduation:**

**November 1<sup>st</sup>** of the preceding year

## APPLICATION CHECKLIST

- ☐ Please read this brochure carefully.
- ☐ Review all graduation requirements in the Catalog under which you will graduate.
- ☐ View your Degree Progress Report (<http://degreeprogress.sjsu.edu/>) to determine what General Education (GE) requirements you may still have outstanding to complete your degree. You can keep track of your progress toward earning your Bachelor's degree by checking your Degree Progress on MySJSU, which will also give you detailed GE information.
- ☐ 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: Office of the Registrar (extended zip 0009) **by the application deadline shown above.**
- ☐ All graduation application packets (with major and minor forms) must be submitted the Office of the Registrar.
- ☐ **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 e-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. Students will be given additional time to submit other documents (i.e. substitution forms, petitions, etc.)

## 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.

## 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.

## 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 your major advisor who needs to approve your graduation date change form. 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 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 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.

## 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.



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\_\_ **Summer** \_\_\_\_\_ (May 1st)  
                    4 digit year

\_\_ **Fall** \_\_\_\_\_ (May 1st)  
                    4 digit year

\_\_ **Spring** \_\_\_\_\_ (November 1st of previous year)  
                    4 digit year

SJSU ID: \_\_\_\_\_ or Social Security number (optional): \_\_\_\_\_

Last name	First name	Middle
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Street number	Street name	Apartment
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City	State	Zip Code	email address
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Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Area Code	Number	Area Code	Number	Ext.
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**What is your degree objective?** \_\_\_\_\_ *e.g.* BA, BS, BFA, B of Music, Second Baccalaureate

Major \_\_\_\_\_ Minor, if any \_\_\_\_\_

Concentration, or Double Concentration, if any \_\_\_\_\_

Double Major \_\_\_\_\_

**Non-SJSU College work not yet submitted to San José State University (Previously taken, in progress, or planned):**

**List the college courses in which you are currently enrolled at SJSU:**

**Applicant's signature**

Date \_\_\_\_\_

Major Advisor's signature

Date \_\_\_\_\_