

As a student who is “close to graduation” you should have an “apply for graduation” button visible on your mySJSU account ..

BEFORE you do anything with that button you should first figure out what you need to complete in order to graduate. MyGPS (<http://www.sjsu.edu/mygps/>) describes some specific tools, but you should pay particular attention to your degree progress report (MySJSU → MyAcademics → MyProgress)

As you may recall from orientation sessions, you need to make three (or four) imaginary people “happy” before you can graduate. If you are in your final semester ALL three “people” should not show any incomplete sections (the myprogress report assumes that you will pass all of your currently enrolled courses or any course you have an incomplete in). You should use your “myprogress” report as the basis for building a planned set of courses for future semesters that will fulfill all unmet requirements.

The first “person” is the units counting person... this is the top few sections of the myprogress report (120 units, minimum 50 units not from a community college, etc. etc.). In order to graduate from SJSU you need to meet the unit requirements. Taking courses in the major, etc. will (typically) simultaneously reduce many of your outstanding unit requirements. There are also gpa requirements but those are not problematic for most students (see an advisor if you have close to a 2.0 gpa either at SJSU, overall, in SJSU studies, or for courses in the major)

- The report in this section might say something like: *120 units required, 110 taken, 10 more still needed.*

The second “person” (middle section of the myprogress report) represents university-required elements which are: lower division General Education (you may have completed this pre-transfer), Upper division General Education (SJSU Studies: areas R, S, and V), the 100W course, six units of American Institutions (US1, US2, US3), and two units of PE.

- If you finished lower division GE (e.g., at a community college) but never took an American Institutions course you may be able to “doubledip” with SJSU Studies area S, and V courses to meet the American Institutions requirement (POLS 170S, HIST 170V)

The third “person” represents psychology-required elements (see the relevant BA or BS major form at: <http://www.sjsu.edu/psych/Forms-Docs/index.html>). If you have transfer coursework in Psychology from outside of SJSU it is possible that you may have already met the requirements of “lower division psychology elective” if that psychology course that you took is not used elsewhere on the major form (a course can meet the requirements towards only one “bin” on the major form).

If you have a minor, this will be the fourth “person”... and if at all possible you want to visit with that minor department to both (i) officially declare the minor if it does not yet show up on your myacademics page (e.g., is included when you look at your myprogress report), and (ii) get a signed/sealed minor form from your minor department to drop off to counter R (student services center). The minor form will also tell you what additional coursework you need for that minor.

NEXT STEPS

see: [Online Graduation Application Tutorial \(PDF\)](#)

BEFORE you “click the button” in order to apply for graduation you should:

1. Run mysjsu myacademics myprogress report
2. Understand what the report is telling you (seeing a psychology advisor is recommended)
3. Build a plan for yourself to figure out when it is reasonable to expect to graduate
4. Ideally you should apply for graduation in the semester in which you will hit 90 units completed towards your baccalaureate degree AND which is the priority application deadline two semesters away from when you graduate (e.g., before the beginning of MARCH of 2019 if you are planning to graduate in MAY of 2020).

Also note:

- If you are just shy “units” then a number of students have used the College Level Examination Program credit-by-examination option to build up credits (e.g., the CLEP test for SPANISH LANGUAGE can often yield 6-9 units of credit for native Spanish speakers so long as they do not have AP, college, or university credit for a Spanish class)
- The academic advisors in the ACCESS CENTER (clark hall, 2nd floor) are good with GE questions
- We do allow you to use PSYC 191 (Prejudice) to meet both area S for SJSU Studies and 3 units towards a psychology elective (PSYC 1## requirement) but only three units total count towards meeting the units requirements.
- We strongly advise you look at your myprogress report after enrolling in what you hope to be your final semester to ensure that all outstanding requirements will be complete (nothing showing as incomplete) after you have fully registered.
- If you have any coursework that is not showing up properly, you need to see an academic advisor ASAP.
- Transfer credits are only evaluated (i) when you first arrive and (ii) when you apply for graduation. before applying for graduation if you send SJSU a transcript, wait a week, and then send an email to EVAL@SJSU.edu to ask that your new transcript be evaluated (include your name and student number). Similarly, after you’ve applied for graduation , if you then take a summer course or other transfer work, do the follow up with your SJSU graduation evaluator (see college of social science at: http://www.sjsu.edu/registrar/docs/GT_breakdown.pdf)