Application for Baccalaureate Degree

A blank copy of this form may be saved to your computer. No information previously entered will be retained.
See back cover for reasons applications for degrees are denied.

Application Deadlines
(Note: Applications and payment are accepted at the beginning of each semester)

<table>
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<tr>
<th>If you expect to graduate at the end of the term in which you expect to graduate</th>
<th>Apply by</th>
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<tbody>
<tr>
<td>Spring Semester ..................................................................................................the third Friday in February*</td>
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<tr>
<td>Summer Semester and wish to attend commencement ceremonies............................the second Friday in March*</td>
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<td>Summer Semester ...................................................................................................the second Friday in July*</td>
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<td>Fall Semester .....................................................................................................the last Friday in September*</td>
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* Refer to the Registrar’s Office website - registrar.sfsu.edu/deadlines for specific dates or go to the One Stop Student Services Center, SSB 101.

The completed application must be submitted to the One Stop Student Services Center by the deadline for the term in which you expect to graduate.

To File the Application for Award of the Baccalaureate Degree:

- Complete the Application for Baccalaureate Degree, including all other attachments. Please type or print clearly.
  - In the area designated for the major program, list all courses required to complete your major program including work-in-progress, incomplete grades, RP and SP grades; please do not include prerequisite work for the major. Transfer courses that have been approved as part of your major should be listed showing the department, number and title as it appears on your transcript/grade report from the transfer school; international transfer courses should be listed as they appear on the official Advanced Standing Evaluation (ASE).
  - List all work-in-progress (including major courses, INC, RP or SP grades, Extension and work in-progress at other institutions) at the bottom of the first page of the application.

- Obtain the signatures of your faculty advisor and department chairperson. A separate form must be submitted for each major (and each concentration within a major) and minor (optional).

- Pay the $100 application fee at the Bursar’s Office. Students who reapply must submit another application with signatures and also pay the $100 fee.

- After paying the fees, submit the completed application to the One Stop Student Services Center. Once submitted, the application may not be withdrawn.
Applying for Multiple Majors and Minors:
You must submit a separate form (with required signatures) for each major (and each concentration within a major) and minor.

Make-up of INC, RP and SP Grades in Courses Needed for the Degree:
All coursework required to make-up an INC, RP or SP grade must be submitted to the instructor prior to the date of graduation. The official Petition for Grade Change - Report of Make-Up of INC must be on file in the Records Office no later than two weeks after the date of graduation and must clearly indicate that the work was completed prior to the date of graduation.

Transcripts From Other Institutions:
If official transcripts showing final grades are required from other institutions, these must be in the Office of Admissions within six weeks after the date of graduation.

If You Plan to Continue at SF State for Post-Baccalaureate Study:
If you wish to continue at SF State for further study, you must formally apply for admission to a new program of study. Admission to a graduate-level program will be contingent upon successful completion of the baccalaureate degree. If you fail to earn the degree as anticipated, your admission to the graduate program will be concurrently denied. You will be required to reapply for both graduation and graduate study.

When to Expect the Diploma:
Receiving a preliminary response to your application is not confirmation of award of degree. Degrees are confirmed or denied after the conclusion of the semester and after all grades have been recorded on student records. This process takes several weeks. You will be sent an email notification of award of degree or a letter of denial. Official transcripts showing award of degree may be requested from the One Stop Student Services Center, SSB 101, anytime after receipt of the official notification of award of degree (via email). Your diploma will be mailed approximately three months after you receive notification of award of degree.

Commencement Ceremonies:
Formal commencement ceremonies occur once a year at the end of the Spring semester (usually in May). Only those students who graduated the previous summer (August graduation date), those who graduated the previous Fall (January graduation date) and those who have applied for May or August graduation are eligible to participate in the ceremonies. You must have completed 100 semester units before you can apply for graduation or attend May Commencement. Complete information about the Commencement ceremony is available on the web at www.sfsu.edu/commencement. Participation in ceremonies is not, in itself, confirmation of award of the degree.

See back cover for the top ten reasons why applications for degree are denied.
Before You Apply for Graduation:

- Meet with an academic advisor in your College Resource Center to review General Education and University requirements.
- Meet with your major/minor advisor to review major program requirements.
- Double check that you have the correct major and minor.
- Review your Course History to confirm if you have any RD and incomplete grades that need to be resolved.
- Pay the $100 application fee at the Bursar’s Office. A $5 late fee will be applied to late applications.
- Submit application with proof of payment to Registrar’s Office at One Stop: SSB 101

Date of Graduation

☐ January ☐ August ☐ May __________ Year

Diploma Name and Address

Please ensure the proper presentation of your name on your printed diploma and diploma mailing address. If you do not enter a specific diploma name then your first, middle, last name and any suffix will appear on your diploma as it is recorded in your records (we do not use your Preferred Name.)

Deadline for Graduation Applications

Semester Deadlines Below:

Spring Semester............the third Friday in February*
Summer Semester and wish to attend commencement ceremonies...........................the second Friday in March*
Summer Semester.................the second Friday in July*
Fall Semester...................the last Friday in September*

COMMENCEMENT

If you’re applying for Spring or Summer graduation, please submit your graduation application by the second Friday to ensure your name is printed in the commencement booklet.

Have you applied for graduation before?

☐ Yes ☐ No When __________

Have you submitted a petition to the Advising Ctr. (ADM 211) for an exception, waiver, or substitution to the General Education Requirements?

☐ Yes ☐ No When __________

RE: ____________________________________________

Online payment receipt number: ____________________
Approved Major Program to Accompany Baccalaureate Degree Application

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Student ID Number</th>
<th>Date of Graduation:</th>
<th>Major:</th>
<th>Emphasis (if applicable):</th>
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Only list courses constituting the MAJOR program - include work in progress

Only list courses that received a passing grade

Advisors should indicate a minimum acceptable grade for any course work (including in progress) in the major program.

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<tr>
<th>Institution</th>
<th>Dept. &amp; Number</th>
<th>Title</th>
<th>Term</th>
<th>Units</th>
<th>Grade</th>
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If course is substituted, list original Dept. & Number

BA students admitted Fall 2014, or later, must complete the complementary studies requirement Advisors must check if completed.

Signature of Student  X

Date

Signature of Advisor

Date

Print Name

Signature of Department Chair

Date

Print Name

Rev 9/17/15
Approved Minor Program to Accompany Baccalaureate Degree Application

Name as it appears on your record:

Last           First           Middle           Daytime Phone           Student ID Number

Minor:  Select minor using up/down arrow keys

List only courses constituting the MINOR program - Include work in progress

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Signature of Student  X  Date

Upon satisfactory completion of the above major program (as well as the general graduation requirements per Title 5 of the California State Administrative Code and the official University Bulletin), I certify the above identified student is eligible for award of the Minor as listed above.

Signature of Advisor  Date
Print Name

Signature of Department Chair  Date
Print Name
Before You Apply For Graduation

This page contains important information as well as answers to the most frequently asked questions.

Are you ready to apply for Graduation?
Many applicants mistakenly view the application for graduation as an advising process. Applications will not be approved unless all requirements have been met as of the final day of the semester. You should have reviewed your academic record and taken advantage of the advising tools and services available to you before you apply for graduation.

• Your DPR (Degree Progress Report) is designed to help students monitor their progress toward completion of general degree requirements. Access your DPR in your Student Center through SF State Gateway. (Students who attended prior to Fall 2014 may still reference their DARS (Degree Audit Report) in addition to the DPR through SF State Gateway.

• Graduation Workshops and advising are available at the Advising Center.
• General Education Workshops and advising are available at the Advising Center.
• Consult your major/minor advisor for concerns relating to your program of study.
• Check the University Bulletin for the most comprehensive information regarding degree requirements and University Policies.

If You Do Not Graduate
• If you do not earn the degree as anticipated, you must file a new application when you are ready to meet the final requirements. The new application must be submitted by the established deadline of the semester in which you expect to complete the remaining requirements. Each time you apply for graduation you must pay the $100 application fee.

• As a result of filing this degree application, you will not be allowed to register as a continuing student for the next semester. If you will not earn this degree as anticipated, you must contact the Registrar’s Office as soon as possible to reactivate your registration access.

Top Questions To Ask Yourself Before You Apply For Graduation
• Did you complete the minimum 120 - 132 semester units required for the specific degree program?
• Did you complete Written English Requirements (including JEPET, ENG 410/411/414 or GWAR)?
• Did you submit change of grade form(s) showing make-up of all INC grades?
• Do you have the minimum 40 upper-division units required?
• Do you have a 2.0 GPA in all college coursework, in SFSU coursework, in Major and/or Minor program(s)?
• Did you submit final transcripts from another institution by the deadline?
• Did you complete US History, US Government and California State & Local Government requirements?
• Did you successfully complete required courses taken in final term?