

San Francisco State University Registrar's Office

Application for Baccalaureate Degree - Business Administration

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)

If you expect to graduate at the end of the

Apply by

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*

* Refer to the Registrar's Office web site - registrar.sfsu.edu/deadlines for specific dates or go to the One Stop Student Services Center, SSB 101.

The completed application **will be submitted** to the One Stop Student Services Center **by the deadline for the term in which you expect to graduate, by the college department office.**

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** (which can be found by logging into your SFSU Student Center and clicking on "Transfer Credit: Report" in the drop down menu of the "Academics" section); 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) on the first page of the application.

- Pay the \$100 application fee at the Bursar's Office. Students who reapply must submit another application with signatures and also pay another \$100.
- After paying the fee, submit the application to your Department Office.
- The Department Office will obtain the signatures required. For students pursuing more than one concentration or more than one minor, a separate form must be submitted for each concentration within the major and each minor.
- The Department Office will submit the application to the One Stop Student Services Center. Once submitted, the application may not be withdrawn.

Additional Instructions and Information

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. **NOTE: Business Administration students who have a secondary major outside of Business Administration should use the general Undergraduate Application for Baccalaureate Degree in addition to this application.**

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 degrees are denied.

SF State Baccalaureate Degree Application - Business Administration

Please use pen only -- do not use pencil to complete this application.

Date of Graduation

January August May _____ Year

Last Name First Name Middle Initial Student ID Number

100 semester units completed? Yes No
If NO, app. will not be processed

Have you applied for graduation before? Yes No When _____

Degree Objective: BA BS BM

Primary Major:

Secondary Major:

Tertiary Major:

Primary Minor:

Secondary Minor:

Have you submitted a petition to the Advising Ctr. (ADM 212) for an exception, waiver, or substitution to the General Education Requirements?

Yes No When _____ RE: _____

List all courses in-progress (including major/minor courses), as well as those listed as 'INC', or those in-progress at another institution:

Dept. & Number	Title	Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I desire the following upper division courses, taken at SFSU during my last semester and not required for my baccalaureate degree, to be given provisional post-baccalaureate credit. (See bulletin for regulation.)

Dept. & Number	Title	Units
_____	_____	_____
_____	_____	_____

To Apply for Graduation, follow these steps:

- 1) Navigate to Student Center through the [SF State Gateway](#). Under "Academics," select the "Apply for Graduation" link and follow the prompts to select the term of graduation.
- 2) College of Business students must fully complete this paper application and have it pre-checked by an advisor in BUS 112 before paying.
- 3) Pay the \$100 application fee to the Bursar's Office either in person with cash/check (Bursar's windows are located in the lobbies of the Administration and Student Services buildings), or online with a credit card (if paying online make sure to print your receipt and attach it to the back of this application). Applications submitted after the deadline are subject to a \$5.00 late fee and your name may not be printed in the commencement booklet.
- 4) If you are applying for a second major outside of the College of Business or any minor, you will need to get those forms signed off by the respective department advisor/chair before submitting your application to BUS 112. Second majors outside of Business should use the *general* grad app version.
- 5) Your final step is to submit your application to BUS 112. Congratulations, you're done! (they will acquire the remaining signatures and forward your application to the Registrar's office for final review.

COMMENCEMENT

- Students who plan to graduate in May or August can attend the May Commencement ceremonies. You must have completed 100 semester units before you can apply for graduation or attend May Commencement.

- To reapply for another graduation period you must complete another application, get faculty advisor and department chair signatures and pay the \$100 fee.

- Please indicate whether you expect to graduate in May or August. Your graduation application will be evaluated for only one graduation period.

I plan to attend May Commencement and my degree requirements will be finished:

By the end of spring semester (May)

By the end of summer semester (August)

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).

- Navigate to Student Center through the [SF State Gateway](#) click the Academics link, then Student Center button)
- In the main pull down menu, select 'Apply for Graduation'
- Click the 'View Graduation Status' link
- Click 'Add/Update Diploma Name' to add/edit diploma name and Save
- Click 'Add/Update Diploma Address' too add/edit diploma address and Save

Deadline for Graduation Applications

Please consult with your major department for their deadlines to submit your application for department review and approval.

If you are graduating at the end of the Spring semester, you must submit your completed application to the Registrar's Office by the third Friday in February.

If you are graduating at the end of the Summer semester and wish to attend commencement ceremonies (for the current year), you must submit your completed application to the Registrar's Office by the second Friday in March.

If you are graduating at the end of the Summer semester, you must submit your completed application to the Registrar's Office by the second Friday in July.

If you are graduating at the end of the Fall semester, you must submit your completed application to the Registrar's Office by the last Friday in September.

When submitting the completed application, please place this sheet on the top of all other pages.

Approved Major Program to Accompany Baccalaureate Degree Application

Name as it appears on your record:

Last	First	Middle	Daytime Phone	Student ID Number
Date of Graduation: <input type="checkbox"/> January <input type="checkbox"/> May <input type="checkbox"/> August		Year	Degree Objective: <input type="checkbox"/> BS	
Major: _____				

List CORE courses here - Include work in progress

Requirement Dept. & Number	<i>(If course is substituted)</i> Dept. & Number	Course Title	Units	Sem	Year	Grade	Institution
ACCT 100	_____	_____	_____	_____	_____	_____	_____
ACCT 101	_____	_____	_____	_____	_____	_____	_____
D S 212	_____	_____	_____	_____	_____	_____	_____
ECON 102	_____	_____	_____	_____	_____	_____	_____
IBUS 330	_____	_____	_____	_____	_____	_____	_____
FIN 350	_____	_____	_____	_____	_____	_____	_____
BUS 300	_____	_____	_____	_____	_____	_____	_____
ISYS 363	_____	_____	_____	_____	_____	_____	_____
MGMT 405	_____	_____	_____	_____	_____	_____	_____
D S 412	_____	_____	_____	_____	_____	_____	_____
MKTG 431	_____	_____	_____	_____	_____	_____	_____
BUS 682	_____	_____	_____	_____	_____	_____	_____
BUS 690	_____	_____	_____	_____	_____	_____	_____

List CONCENTRATION courses here - Include work in progress

Dept. & Number	Course Title	Units	Sem	Year	Grade	Institution
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Signature of Student _____

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

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 Major as listed above.

Signature of Advisor _____ Date _____

Print Name _____

Signature of Department Chair _____ Date _____

Print Name _____

Approved Minor Program to Accompany Baccalaureate Degree Application

Name as it appears on your record:

Last	First	Middle	Daytime Phone	Student ID Number
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Minor:

List coursework constituting the MINOR program - Include work in progress

Dept. & Number	Title	Units	Sem	Grade	Institution
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Signature of Student _____

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 review your academic record and take advantage of the advising tools and services available to you before you apply for graduation. Your Major department will only approve/review your major requirements. Department signatures are not a guarantee that you will graduate. Final review of your application will be conducted by the Registrar's Office.

- 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 GEAR)?
- 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?