

San Francisco State University Registrar's Office

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)

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 **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Once submitted, the application may not be withdrawn.

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.

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.

SF State University Baccalaureate Degree Application

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:

Students should log in to the SFSU Student Center <https://idp.sfsu.edu/idp/Authn/UserPassword>. Under "Academics," select the "Apply for Graduation" link and follow the prompts to select the term of graduation.

Students must also submit this graduation form, to be signed by major and minor departments.

Pay the \$100 application fee to the Bursar's office. Applications submitted after the deadline are subject to a \$5.00 late fee.

Submit completed application form to the Registrar's office with proof of payment. After you have followed these steps, you may check your graduation status online on your Student Center.

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 expect to complete all degree requirements in time for:

May graduation

August graduation and I will attend May Commencement

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(After entering SF State Gateway - <https://idp.sfsu.edu/idp/Authn/UserPassword> 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.

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 GVAR)?
- 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?