

Graduation Application Resource Guide

Department of Kinesiology

Fall 2023 Semester

I. General

a. For a complete list of important **Fall 2023 dates and deadlines**, visit the following link:

<https://www.sjsu.edu/registrar/calendar/spring-2023.php>

b. Prior to applying for graduation, make sure you will be able to complete your remaining requirements in a timely manner. **Do not simply apply for graduation without a clear course plan** and understanding of remaining requirements even if you receive an email from the registrar's office indicating you are eligible to apply.

c. Applying for graduation **too soon may negatively affect your priority registration status**, as you will need to fill out a change of graduation date form: https://www.sjsu.edu/registrar/docs/grad_change.pdf

II. Graduation Application Deadlines

a. The deadline to apply for **Spring 2024** or **Summer 2024** graduation to receive **one semester of priority registration** is **Friday, October 13, 2023**, by 11:59 PM.

b. The deadline to apply for **Fall 2024** graduation to receive **two semesters of priority registration** is also **Friday, October 13, 2023**, by 11:59 PM.

Be proactive. If you apply by the dates shown below, you will receive priority class registration. These deadlines also apply to [Graduation Date Change](#) forms.

Planned Graduation Term	Deadline 1*	Deadline 2†
Fall 2023	October 3, 2022	March 13, 2023
Spring/Summer 2024	March 13, 2023	October 13, 2023
Fall 2024	October 13, 2023	March 22, 2024

II. Graduation Application Deadlines

c. For more information on graduation application deadlines, investigate the following link: <https://www.sjsu.edu/registrar/graduation/application-central.php>

d. Once you have adequately and appropriately prepared to apply for graduation, you will do so via your **MySJSU account**.

Investigate the following link for a **step-by-step PDF tutorial** on how to access the graduation application function within your MySJSU account:

<https://www.sjsu.edu/registrar/docs/GradAppOnlineTutorial.pdf>

III. MyProgress Self-Audit

As of the Fall 2021 semester, the **Registrar's office audits graduation applications via MyProgress**. It is of the **utmost importance** that your MyProgress requirements are all marked as complete, as the Registrar's office will not award your degree with incomplete requirements.

When you log into your MyProgress, you will see **one of three graduation statuses**:

- 1. Not Applied**
- 2. Eligible For Graduation**
- 3. Needs To Finish Pending Work**

III. MyProgress Self-Audit: Not Applied Graduation Status

a. If you see a box that resembles the screenshot to the right, the **Registrar's office has not made you eligible to apply for graduation.**

b. However, if you **can demonstrate you have 85 or more units of coursework completed that count toward your degree requirements** or have a realistic and appropriate **course plan** in place that demonstrates you are able to complete your remaining requirements by your desired semester of graduation, **we can communicate with the Registrar's office to make you eligible to apply.**

c. If you believe **you are eligible but have not received clear communication** from the Registrar's office, reach out to KIN Advising Manager, Daniel Bohigian - daniel.bohigian@sjsu.edu

Current Academic Objective		1 of 1
		Requirement (Catalog) Term
Career:	Undergraduate	Fall 2020
Program:	UGD - Undergraduate Degree	Fall 2020
Plan:	Kinesiology	Fall 2022
Graduation Status:	Not Applied	

III. MyProgress Self-Audit: Eligible for Graduation Status

a. If you see a box that resembles the screenshot to the right, the Registrar’s office has made you eligible to apply for graduation, but you have not yet formally applied for graduation. If you have completed 85 or more units total, the Registrar’s office will make you eligible to apply for graduation through the “My Academics” tab on your MySJSU account.

b. Prior to formally applying for graduation, even if you have been made eligible, you must meet with or communicate with your advisor to determine if you are going to be able to complete your remaining requirements in the window in which you apply for graduation.

c. Once again, applying for graduation too early will result in the need to fill out a change of graduation date form which may negatively impact your priority registration status.

Current Academic Objective		1 of 1
		Requirement (Catalog) Term
Career:	Undergraduate	Fall 2020
Program:	UGD - Undergraduate Degree	Fall 2020
Plan:	Kinesiology	Fall 2020
Expected Grad Term:		Spring 2023
Graduation Status:	Eligible for Graduation	

NOTE: At times, the Registrar’s office will make you eligible to graduate prematurely, as the system used do not necessarily **take into account units counting directly toward your graduation requirements**. Also, The “**Expected Grad Term**” semester and year is not final, official, and guaranteed. This is a common confusion for students. Once you apply for graduation, the information will change.

III. MyProgress Self-Audit: Needs to Finish Pending Work Status

a. If you see a box that resembles the screenshot to the right, **you have formally applied for graduation, but currently have in-progress requirements that have yet to be completed.**

b. This is **common and is not a cause for concern** if you are a semester away from graduation or are in the semester that you have applied to graduate.

c. However, if you continue to see a “Needs to Finish Pending Work” graduation status reflected within your MyProgress **after the semester you applied to graduate, you have not completed your graduation requirements** and your degree will not be awarded.

Current Academic Objective 1 of 1

		Requirement (Catalog) Term
Career:	Undergraduate	Spring 2021
Program:	UGD - Undergraduate Degree	Spring 2021
Plan:	Kinesiology	Spring 2021

Expected Grad Term: Spring 2023

Graduation Status: Needs to Finish Pending Work

IV. Potential Transfer Credit Discrepancies For Transfer Students

a. For transfer students, the transfer credit tab within your MySJSU will offer a course-by-course list of the classes that appear on your transcripts from community college and junior college. **It is important to investigate if all your units that are eligible to apply toward your KIN degree at SJSU are appearing on your MyProgress.**

b. If you are a transfer student, it is important to check the **articulation agreements** between your previous institution and SJSU. See the following link for a list of course-to-course articulations from other institutions: <http://info.sjsu.edu/web-dbgen/artic/all-school-to-school.html>

c. If you notice any **discrepancies in your transfer credits**, contact your main KIN advisor. In some cases, issues with transfer courses can be resolved with a course substitution form or a review of coursework form. Contact your main KIN advisor sooner rather than later regarding transfer credit questions.

V. FAQs

Question #1: Am I realistically going to be able to complete remaining graduation requirements by the semester in which I applied?

Context: For example, if you have 19 remaining units that you need to complete in the Fall 2023 semester or Spring 2024 semester to complete your graduation requirements, **you will need to fill out a petition for excess units**, which is not guaranteed to be accepted.

Overloading your schedule to graduate ASAP or as quickly as possible is not advised, as it is common for students with course overloads to receive DFW grades, negatively impacting their ability to graduate in a timely manner.

V. FAQs

Question #2: Are there any semester-specific courses that I need to take into consideration prior to applying for graduation?

Context: Additional information and details about **semester-specific courses** can be found by clicking on the class you are inquiring about via your **MyProgress** (be sure to select the appropriate semester and year).

When in doubt about past (if available), present, and future semester schedules (if available), refer to the following link: <https://www.sjsu.edu/classes/>

V. FAQs

Question #3: Have I met all the required prerequisites for upper-division KIN courses that I need to complete my graduation requirements?

Context: It is essential you do your due diligence in reviewing your completed course history to **ensure you meet prerequisites for upper-division KIN courses, specifically**. Failure to meet course prerequisites will result in you needing to drop certain courses, which will negatively impact your schedule flow in the present and the future.

When in doubt, refer to the KIN UG Student Handbook, check with your advisor, or click on the class you are inquiring about via your MyProgress (be sure to select the appropriate semester and year).

V. FAQs

Question #4: Are the courses I have completed to satisfy my guided electives requirements and internship requirements related to my goals as a future professional or potential graduate student?

Context: While not mandatory, as we do understand the desire of students to graduate in a timely manner, **we do encourage you to do additional research to ensure the courses you are taking to satisfy your guided elective requirements and your internship requirements are properly tailored to your overarching career and professional goals.**

However, you can fill in gaps in your transcripts after your graduation from SJSU by taking additional courses at a community college to meet the prerequisites demanded of graduate programs, certification programs, etc. Do your due diligence in researching the requirements set out by the colleges and institutions you aspire to apply to. Each college and program can differ in their prerequisite requirements (including GPA requirements), so be sure to do additional research during your stay at SJSU. Plan accordingly for the present and the future.