

Graduation Worksheet Guide

Congratulations on submitting your application for graduation! You are one step closer to obtaining your degree from San Jose State University. The Graduation Worksheet you have received is a checklist of all your outstanding requirements. **It is your responsibility to update this initial worksheet as you complete the requirements listed.** Please examine the worksheet carefully as we will not review your records again until final grades for your graduation term are posted. Note that our office does not provide updated Worksheets.

Here are some suggestions to help you understand the worksheet and to streamline your graduation processing:

- ✓ If you have substituted any course(s) for your major/minor requirements, contact your major/minor department for an approved Substitution Form to be sent to our office.
- ✓ If you expect to postpone your graduation term, you must submit a Graduation Date Change Form and pay the \$10 fee. You may obtain this form online at: <http://www.sjsu.edu/registrar/forms/index.html>
- ✓ If you have completed coursework at another school and have not submitted the official transcript, order the transcripts to be sent to SJSU as soon as the coursework is complete. Note: The work must be completed by the end of the graduation term and official transcripts must arrive in our office within one month after your graduation date.
- ✓ You must maintain a 2.00 GPA in your SJSU, overall, major and minor coursework in order to graduate. If you have a grade point deficiency, you must contact your major/minor advisor for assistance in clearing the grade point deficiencies.
- ✓ All coursework must be completed by the last day of your graduation term (no outstanding units, course work, or requirements are allowed). If you need to request a Substitution Form from the department or are filing a petition, it must be requested or filed prior to the last day of your graduation term.
- ✓ Any Incomplete (I) or Record Delayed (RD) must be cleared before your degree can be awarded. You must submit all work to clear the Incomplete or Record Delayed to the instructor prior to the last day of your graduation term or you will need to change your date of graduation to the next available date.

Please read the disclaimer statement at the bottom of the Graduation Worksheet. For more information about degree requirements read the section entitled “Degree Requirements –Undergraduate” located in the SJSU Catalog.

It is the student's responsibility to notify Graduation Evaluation in the Registrar's Office of any changes in the courses or dates listed below. Proposed Graduation Term: Spring 2014 1 Change of Graduation Date: _____		Outstanding Requirements: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2"></th> <th style="text-align: right;">Sem Units</th> </tr> </thead> <tbody> <tr> <td colspan="3">General Education Requirements:</td> </tr> <tr> <td>Z.</td> <td>100W(B)</td> <td style="text-align: right;">[1]</td> </tr> <tr> <td>R.</td> <td>Earth & Environment</td> <td style="text-align: right;">3</td> </tr> <tr> <td>S.</td> <td>Phil 186</td> <td style="text-align: right;">[1]</td> </tr> <tr> <td>V.</td> <td>Anth 115</td> <td style="text-align: right;">[1]</td> </tr> <tr> <td colspan="3">Department and Other Requirements:</td> </tr> <tr> <td></td> <td>100W(B)</td> <td style="text-align: right;">3 [1]</td> </tr> <tr> <td></td> <td>Bus 189</td> <td style="text-align: right;">3</td> </tr> <tr> <td></td> <td>Bus 190</td> <td style="text-align: right;">3</td> </tr> <tr> <td></td> <td>Bus 166</td> <td style="text-align: right;">3 [2]</td> </tr> <tr> <td></td> <td>Bus 141</td> <td style="text-align: right;">3 [2]</td> </tr> <tr> <td></td> <td>Bus 91L</td> <td style="text-align: right;">1</td> </tr> <tr> <td></td> <td>Anth 115</td> <td style="text-align: right;">3 [1]</td> </tr> <tr> <td></td> <td>Phil 186</td> <td style="text-align: right;">3 [1]</td> </tr> </tbody> </table>				Sem Units	General Education Requirements:			Z.	100W(B)	[1]	R.	Earth & Environment	3	S.	Phil 186	[1]	V.	Anth 115	[1]	Department and Other Requirements:				100W(B)	3 [1]		Bus 189	3		Bus 190	3		Bus 166	3 [2]		Bus 141	3 [2]		Bus 91L	1		Anth 115	3 [1]		Phil 186	3 [1]
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Student Name: Spartan, Sammy S. Address: One Washington Square San Jose, CA 95192 2 Major: BS Business Administration/Manage <input type="checkbox"/> Postbaccalaureate		Comments: [1] Course double counts with major. [2] Course requires a "C-" or better grade. <div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto; text-align: center; border-radius: 5px;">5</div>																																														
Summary: 2.00 GPA required in each area Term: Spring 2013 SJSU GPA: 2.133 6 Overall GPA: 2.611 Clear Grade Point Deficiencies SJSU: _____ Major: _____ Overall: _____ Minor: _____		Upper division units: 7 30 (40 units required) Units in residence: 8 21 (30 units required) 2-year college units to 9 Max (70 maximum allowed) Open university units to date 10 (24 maximum allowed)																																														
		Units completed: 11 103 Units to be completed: _____ 25 Total units required for degree: _____ 120 This is not a binding contract, but merely an information sheet of graduation requirements. As such, if there are any discrepancies or errors, it is the student's responsibility to check with your evaluator for clarification. The student must meet all university requirements for graduation regardless of any possible errors on this form. roselia.lobatomorales 12 408-924-2553 10/3/2013																																														

1 This section shows your graduation term.

2 This section shows general information including: your name, as it will appear on your diploma; your diploma address where your diploma will be sent (*if you move, be sure to update your diploma mailing address online at: my.sjsu.edu, view or update this information under your personal data*); major/minors that will appear on your diploma and SJSU transcript (*Note: only the first minor listed will appear on the diploma. All other minors will appear on the SJSU transcript only*).

3 This section shows outstanding GE requirements including lower division core, SJSU Studies, American Institutions and PE. To review your GE requirement go to MySJSU and select MyProgress. Refer to the catalog for more information.

4 This section shows all outstanding major and minor requirements. If you are taking courses different from the courses listed on your major/minor form you must submit a Substitution Form. Form is available at <http://www.sjsu.edu/registrar/forms/index.html>

5 This section provides additional information about certain requirements—see the numbers in brackets [] in section #4.

The bottom section of the Graduation Worksheet provides information about work completed as of your last term graded.

6 This section shows your cumulative SJSU and overall grade point averages. It includes grade point deficiencies. If you have a major/minor grade point deficiency, you must contact your major/minor advisor for assistance in clearing the grade point deficiencies. You must maintain a 2.00 GPA in your SJSU, overall, major and minor coursework in order to graduate.

7 This item shows total Upper Division units earned. You must complete **40** upper division units to graduate.

8 This item shows total residency units earned (units earned at SJSU). You must complete **30** residency units to graduate. Twenty-four (24) of these units must be upper division courses, 12 units must be in the major and 9 units must be in General Education. If you began continuous enrollment in Fall 2011 or later, you must earn a minimum aggregate GPA of 2.0 over the R, S, V courses.

9 This item shows total units earned at 2-year college(s). A maximum of 70 semester units earned in community college(s) may be used towards the 120-unit requirement. If you have reached this maximum (and have no other units outside of SJSU) you must earn a minimum of 50 units at SJSU.

10 This item shows total Open University units earned. A maximum of 24 Open University units may be applied toward graduation.

11 This item shows total units earned. You must complete a minimum of 120 semester units to graduate.

12 This item shows your evaluator, their contact information and the date the Worksheet was completed.