

APPLICATION FOR GRADUATION—BACHELOR'S DEGREE**FILING PERIOD: JULY 1, 2017-JANUARY 30, 2018** NO APPLICATIONS WILL BE ACCEPTED AFTER JANUARY 30, 2018.**You must type and print the following information. Handwritten applications WILL NOT be accepted.**

This form should only be filed by those students with a declared major who anticipate completing all requirements for graduation by **May 2018**. Your application may be cancelled if it is determined that you cannot complete requirements on time or you have not completed the following:

- A declared major—NO PRE-MAJORS WILL BE PROCESSED
- At least 90 units earned
- The Graduation Writing Assessment Requirement (GWAR)

RedID (_____) _____
Telephone**NAME—AS IT APPEARS ON SDSU RECORDS**

The name on your diploma will be the same as the name on your WebPortal account. If you wish to change the name on your records, you must submit a change of name to the Office of the Registrar.

Include all necessary punctuation and spacing for your name. Examples: Susan Marie O'Neal, Robert Van de Weber

Last Name First Middle Jr, II, etc._____
Previous Name on File at SDSU Email Address**CURRENT MAILING ADDRESS**_____
Street Number Street Name Apt. No._____
City State ZIP Code**DIPLOMA MAILING ADDRESS** (permanent address for degree notification and diploma)_____
Street Number Street Name Apt. No._____
City State ZIP Code**Indicate your degree objective:** B.A. Liberal B.M. B.A. Applied B.F.A. B.S._____
Major/Emphasis (Only officially declared major(s) will be evaluated.)_____
Minor (Only officially declared minor(s) will be evaluated.)_____
2nd Major/Emphasis (Only officially declared major(s) will be evaluated.)_____
Teaching Credential ObjectiveAre you adopting the 2017-2018 catalog year for major requirements? Yes No

COMMENCEMENT PROGRAM: Your name will NOT be listed in the commencement program if you have confidential directory information. Check the WebPortal at www.sdsu.edu/portal to determine if your directory information is confidential and follow the instructions to release it if you wish to be listed in the program.

Please sign below to confirm you are submitting the above information for May 2018 graduation._____
Signature Date

File application at the SDSU Student Account Services Office (SSW 2536) or mail to:

Student Account Services
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-7425

Non-refundable filing fee: \$55

All debts to the university must be cleared before this application can be accepted for processing.

IMPORTANT INFORMATION

COMPLETE GRADUATION REQUIREMENTS

This form should only be filed if you have a declared major and you anticipate completing all requirements for graduation by spring 2018. Requirements must be COMPLETED by the date of graduation. Course forgiveness, grade changes, make up of incomplete grades, official transcripts from other institutions, petitions or test scores must be on file with SDSU no later than the last day of the semester in which you are graduating. Official transcripts for work taken at other institutions during your final semester must be received at SDSU no later than six weeks after your date of graduation. Failure to meet all requirements by the deadlines will result in the cancellation of your graduation application. If your graduation application is cancelled, you must reapply for a future term during the published filing period and pay the appropriate non-refundable filing fee.

You must maintain continuous enrollment to retain catalog rights for all degree requirements. This rule applies even if your only outstanding requirement is an exam or a missing document. If you have been out of school for more than one year, you will be required to meet all degree requirements in effect the year in which you graduate.

CONCURRENT GRADUATE CREDIT

If you complete work in excess of graduation requirements during the semester that you graduate, you may petition for concurrent graduate credit through the Division of Graduate Affairs. You will not be awarded concurrent graduate credit automatically.

UPDATE YOUR ADDRESS

Do not forget to update your mailing and diploma addresses to ensure that your diploma will get to you promptly. To check your current address information or make changes, visit the WebPortal at www.sdsu.edu/portal.

UPDATE YOUR EMAIL ADDRESS

Do not forget to update your email address. Important information from SDSU will be communicated to you via email. To check your email address or make changes, visit the WebPortal at www.sdsu.edu/portal.

COMMENCEMENT INFORMATION

SDSU commencement ceremonies are held once a year at the end of the spring semester for students who graduated in the fall of the previous year and students who are candidates for graduation in spring and summer of the current year.

CANDIDATE CLEARANCE AND DIPLOMAS

Your records will be reviewed at the end of the term for which you have applied to graduate. Once we have confirmed completion of requirements, your degree will be posted to your academic record. Approximately three weeks after the end of the term, you will receive notification of the status of your degree. All debts owed to the university must be cleared before the diploma can be mailed. Diplomas are mailed four to six weeks after the end of the semester to the diploma address listed in your WebPortal.