

College of Graduate Studies

Handbook for Graduate Advisors

Contact Cristina Sanchez at sanchez@sdsu.edu for additions, corrections or comments to this handbook.

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E-forms for graduate students are available! Forms and user guides can be accessed online:
http://grad.sdsu.edu/current_grad_students/forms

Graduate Studies Listings

Graduate Studies SSE 1410 (Refer general information to gra@sdsu.edu or call 45213, mail code 8220)

Dean of Graduate Studies	Tracy Love	tlove@sdsu.edu
Budget Analyst/Asst. to the Dean	Ashley Bobb	abobb@sdsu.edu
Assoc. Dean of Graduate Studies	Andrew Bohonak	Grad.AssocDean@sdsu.edu
Asst. Dean of Graduate Studies	Erin Riley	Grad.AsstDean@sdsu.edu
Coordinator of Graduate Programs and Evaluations	Cristina Sanchez	sanchez@sdsu.edu
Student Services Professional (A-G)	Briana Dallo	beiter@sdsu.edu
Student Services Professional (H-P)	Jennifer Logan	jennifer.logan@sdsu.edu
Student Services Professional (Q-Z)	Cristina Sanchez	sanchez@sdsu.edu

General policy and procedure information for master's students, Graduation Evaluations, Graduation Certifications and Cancellations, Foreign Language, Petition for Adjustment of Academic Requirements, Validation for Recency, Graduate Curriculum, Degree Audit content management.

Questions/concerns about the degree evaluation system can be sent to: gradaudit@sdsu.edu

Doctoral Specialist	Pat Walls	pwalls2@sdsu.edu
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General policy and procedure information, Tuition Waivers, TA/GA exceptions, endowment and shared vision awards, and support of student services.

Administrative Support Assistant	Melanie Perot	mperot@sdsu.edu
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Approval of Thesis Committee Forms, approval of Diploma Orders, processing of Petition for Retroactive Course Change, Petition for Special Consideration for Late Schedule Adjustment, Request to Change Master's Programs, Report of Final Examination or Thesis Defense, Change of Status, tracking of Conditional Admits. Student services front desk support.

Scholarship Coordinator	Eric Gonzalez	egonzalez15@sdsu.edu
Cal Western School of Law Exchange Agreement and UCSD/SDSU Affiliation Agreements	Cristina Sanchez	sanchez@sdsu.edu
OnBase Support, Advanced Certificate Evaluator	Briana Dallo	beiter@sdsu.edu
Programmer/Analyst	Ian Moore	imoore@sdsu.edu

WebPortal

https://sunspot.sdsu.edu/pls/webapp/web_menu.login/

All graduate advisors should have access to WebPortal, specifically the “Graduate Advisor” role. It provides detailed information regarding individual graduate students, and allows you to generate various reports for use in your department. Reports available on WebPortal include checking a student’s admission status, a student’s standing, a Degree Evaluation, and graduation reports. You can also print out a copy of a student's SDSU transcripts, see whether a student has applied for graduation, and check if a student has graduated or has been cancelled.

Degree audits can be reviewed online using WebPortal. Any updates to the Program of Study will reflect on the Degree Audit.

OnBase (graduate student e-forms)

<https://aisimgprdweb.sdsu.edu/AppNet/Login.aspx>

Your OnBase account will give you access to all of the graduate student e-forms listed in this handout. Once you’ve been granted access, you will need to activate your account by logging in using your SDSUId credentials. After you’ve logged in, you can log back out and you’re done! Activating your account is necessary so you can receive emails once a student submits a form. You will receive an email once a form enters your queue, after 7 days you’ll receive a reminder for any or all pending forms, and finally if no action is taken after 2 weeks then a notice will be sent to your department chair. You will still have access to the form(s) after 2 weeks as well as the department chair.

Interfolio (supplemental admissions application)

<https://account.interfolio.com/sso>

Interfolio is the current supplemental application software used for admission. When searching for the institution, you will use *San Diego State – Graduate* and your login information will be your SDSUId credentials.

Procedural Steps Toward Earning a Master's Degree

Each of the following steps are sequential and mandatory:

Apply for Admission to the University. For information regarding admission to San Diego State University, please see the Graduate Admissions webpage.

Attain Classified Graduate Standing

If you were given classified status at the time of your admission, skip to the next step.

If you were admitted with conditional classified status, ask your graduate advisor to submit a Change of Status form online when you have fulfilled the conditions specified at the time of your admission. Note, that a minimum cumulative GPA of 3.00 is required for classified standing.

Review your Degree Audit in WebPortal

You should review your Program of Study online using the "Degree Evaluation" tool in WebPortal. This will show all of the courses required in order to complete the degree.

Any deviation from the specific master's degree requirements listed in the Graduate Bulletin should be requested on a Petition for Adjustment of Academic Requirements e-form, in consultation with your graduate advisor.

Attain Advancement to Candidacy

After you've met your program's advancement to candidacy requirements, you will need to be recommended by your graduate advisor. Advancement to candidacy requirements can be found on the Degree Evaluation as well as the Graduate Bulletin.

You must be advanced to candidacy before you will be allowed to form your thesis committee officially or sit for the comprehensive examination.

Submit an Appointment of Thesis/Project Committee Form (for Plan A students only)

Once you are advanced, obtain the Appointment of Thesis/Project Committee form from the Graduate Division, secure the required signatures, and return it to the Graduate Division for approval.

Obtain the schedule number for Thesis 799A in Graduate Studies once your Appointment of Thesis/Project Committee has been approved.

You must be registered in Thesis 799A or Thesis Extension 799B during the semester you plan to submit your thesis. Graduate Studies will give you schedule numbers for thesis enrollment.

*Temporary Change for Thesis Committee Approval (effective Spring 2020 – until the end of the global pandemic): To accommodate necessary workflow changes during the coronavirus outbreak, each program's Graduate Advisor may oversee and approve all aspects of Master's thesis committee packets. All communication may be conducted by email or phone. No physical signatures are needed for the Graduate Advisor to confirm all necessary information. Review and processing of the revised committee packet can take 7-10 business days. Students will receive an email confirmation of approval and at that time can request the schedule number for Thesis 799A.

Graduate Advisors: Fill out the Temporary Thesis Committee Approval form, and email to gra@sdsu.edu. CC: the master's student on this email.

Pass Required Culminating Experience

If you are Plan A Thesis, a thesis defense may be required. Please review your Degree Evaluation to confirm.

If you are Plan B, a comprehensive examination will be required. The department will notify Graduate Studies that you have passed the exam.

Apply to Graduate

Graduation is not automatic upon completion of degree requirements. Applications for graduation are available via your WebPortal account. Consult the Academic Calendar or Graduate Bulletin for filing deadlines. If your WebPortal account does not allow you to apply for graduation please contact Graduate Studies directly at gra@sdsu.edu

If you do not graduate in the term for which you applied, will be reconsidered for the following term. No action needs to be taken.

GPA Requirements

There are 5 sets of grade requirements for Master's students:

1. Some programs define a "core" set of courses that have their own set of minimum grade requirements.
2. For graduate programs that have a Program of Study:
 - a. 3.00 GPA for the POS, excluding transfer courses
 - b. 3.00 GPA for the POS, including transfer courses
 - c. Minimum grade of C for every course in the filed POS. (Higher in some programs.)
3. 3.00 GPA for all SDSU courses on the graduate record (= "Post-baccalaureate Cumulative GPA"). This does not include transfer courses.

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- GPA calculations 2a, 2b, and 3 are identical if there are no transfer courses and all courses are on the POS.
 - Requirement 3 is necessary to remain in good academic standing. Failing to do so results in academic probation.
 - Advancement to candidacy requires all grade requirements, with 12 minimum POS units completed. Some programs require more than 12 units or a higher GPA.
 - To graduate, all grade requirements must be met.

Change of Status

If the student is admitted to SDSU as a conditionally classified graduate student, a Change of Status form must be submitted when the student has fulfilled the conditions specified at the time of their admission and must have a minimum 3.00 cumulative GPA. If a student has not fulfilled their admission conditions by the deadline but is making good progress, you can request a one-semester extension on the same form.

If notification to Graduate Studies is not received by the student's initial deadline, a registration hold is placed on the student's record and students may be dropped from their classes for the upcoming semester.

Change of Status

Student Information

Last Name	First Name	SDSU ID*	RedID	Clear Student Data
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Enter RedID or SDSU ID.				
Address				
<input type="text"/>				
City	State	Zip Code		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Preferred Phone Number	Email Address			
<input type="text"/>	<input type="text"/>			
Program		Program Type	Request Date	
<input type="text"/>		<input type="text"/>	<input type="text"/>	

Program Recommendations (Minimum required GPA for classification is 2.85)

Check One

- ☐ The above conditionally classified student has satisfactorily completed the conditions stated at the time of admission and is recommended for graduate standing (classified).
- ☐ The above conditionally classified student has not satisfactorily completed the conditions stated at the time of Admission. I recommend that the student remain conditionally classified. The revised conditions and deadline for completion are:

Revised Conditions

Revised Deadline for Completion Term

Revised Deadline for Completion Year

If the revised deadline **exceeds a year from admission to the university**, please provide a justification:

- ☐ The above student has not satisfactorily completed the conditions stated at the time of admission, and is recommended for dismissal from this program.

Please provide an explanation

Graduate Advisor Signature

Date

Your form cannot be processed with an incomplete student information section.
Please contact Graduate Affairs for assistance.

Submit

Request to Change Graduate Programs

**This form can only be initiated by the student.*

The Request to Change Graduate Programs e-form should be submitted for the following reason:

- Individuals wishing to change their major or program objective from one program to another without being awarded the first degree.
- Individuals wishing to change from one SDSU campus to another (ie Main campus to Global Campus)
- Individuals wishing to change their concentration/specialization within one program.
- Individuals wishing to change from a Ph. D program to a Master's program.
- Individuals wishing to change from a Master's program to an Advanced Certificate program.

This form will need to be approved by the student's current graduate advisor along with the new graduate advisor for that particular program. If you are the graduate advisor for both programs, you will need to approve the form twice.

Once a recommendation has been determined by the department, the Request to Change Graduate Programs e-form can be processed by Graduate Studies.

Official Program of Study (POS) for an Advanced Degree

The Official Program of Study can be found on the student's Degree Evaluation in WebPortal using the "Degree Evaluation" function. The POS courses are established based on the requirements listed in the Graduate Bulletin. As the student enrolls in the required courses, they will clear on the degree evaluation. Any deviation on the POS from the curricular requirements listed in the Graduate Bulletin should be requested via the Petition for Adjustment of Academic Requirements for the Master's Degree e-form.

*In most programs, students admitted prior to Fall 2019 will not be using the Degree Evaluation tool. Please contact Graduate Studies for guidance. A list of programs using the degree audit system is available on our website: https://grad.sdsu.edu/current_grad_students/degree_completion

Advancement to Candidacy

Advancement to candidacy is based on the minimal completion of 12 POS units (or 24 units for 60 unit degrees) with a minimum 3.00 GPA (in 3 categories), and completion of any prescribed departmental requirements. Some departments may have additional requirements, please view the “Advancement to Candidacy” section in your program’s Graduate Bulletin or your degree evaluation for additional requirements. Once a student has met all requirements to advance to candidacy, the graduate advisor must recommend the student by submitting the Advancement to Candidacy e-form.

Degree Audit Report Advancement to Candidacy Request

Note: This form is used for students with access to the U.Achieve Degree Audit Report only. Please continue to use the POS Builder in WebPortal to recommend students for advancement to candidacy if they do not have access to the U.Achieve Degree Audit Report.

Student Information

Last Name	First Name	SDSU ID	RedID	Clear Student Data
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Enter RedID or SDSU ID.				
Address				
<input type="text"/>				
City	State	Zip Code		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Preferred Phone Number	Email Address			
<input type="text"/>	<input type="text"/>			
Program	Program Type	Request Date		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Advancement to Candidacy

Please review requirements for advancement to candidacy. These include course, unit, and GPA qualifications (see the student's Degree Audit Report), and program requirements not in the DAR (e.g., qualifying exam, thesis proposal).

Select one: *

Graduate Advisor

Date

Your form cannot be processed with an incomplete student information section.
Please contact Graduate Affairs for assistance.

Report of Foreign Language Completion

Some departments require students to pass a foreign language examination prior to advancement to candidacy or, in some cases, prior to graduation. Please review your specific departmental section on foreign language requirements in the Graduate Bulletin.

- Once the student has completed the Foreign Language requirement, the graduate advisor must submit the Foreign Language Completion e-form.
- The graduate advisor has the option to advance a student to candidacy without the completion of the foreign language or may defer completion of the foreign language until after advancement to candidacy but prior to graduation eligibility.

Report of Foreign Language Completion

Student Information

Last Name	First Name	SDSU ID*	RedID	Clear Student Data
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address		<div>Enter RedID or SDSU ID.</div>		
<input type="text"/>				
City	State	Zip Code		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Preferred Phone Number	Email Address			
<input type="text"/>	<input type="text"/>			
Program	Program Type	Request Date		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Foreign Language Reading Competency

Your Master's degree requires demonstration of reading competency in a foreign language, based on one or more of the following:

- ☐ The appropriate part(s) of the MLA-cooperative foreign language test.
- ☐ The Graduate School Foreign Language Test (GSFLT).
- ☐ Completion of foreign language courses.
- ☐ Completion of International Degree/Non-English Instruction
- ☐ Language examination.

Program

- ☐ I have verified that the student has met the requirements above.*

Graduate Advisor	Date
<input type="text"/>	<input type="text"/>

Your form cannot be processed with an incomplete student information section.
Please contact Graduate Affairs for assistance.

Petition for Adjustment of Academic Requirements for the Graduate Degree (PAAR)

When course requirements listed on a student's POS deviate in any way from the curricular requirements prescribed in the current Graduate Bulletin, a Petition for Adjustment of Academic Requirements for the Master's Degree (PAAR) should be submitted. These requests may include:

- Graduate level transfer courses may be included on the POS at the recommendation of the graduate advisor. If a transfer course is to be used in lieu of a prescribed required curriculum course, submit a Petition for Adjustment of Academic Requirements. A current, official-university-sealed transcript showing completion of the transfer courses must be submitted. No final decision is made until an official transcript has been received and evaluated by Graduate Studies.
*Transfer courses include: courses taken through SDSU Global Campus prior to matriculation, courses taken through Special Session with SDSU Global Campus, and courses taken at another institution. In order for transfer courses to be considered, the course cannot be used toward another degree, must have been taken as a post-baccalaureate student, and must be taken at an accredited university.
- If additional courses need to be added to the degree evaluation, a PAAR will need to be submitted with the course(s) to be added, and should include the sub-requirement it will fulfill. PAARs can be used to assign students to Plan A or Plan B, or switch the designated Plan if pre-determined on the degree evaluation.
- Any course that is part of the POS and has an earned grade (Including RP and I grades) may not be deleted, even if retaken in order to fulfill degree requirements. If a student receives a grade below a C on a program course, **the same course** must be repeated. Both grades will remain on the student's permanent record and both grades will be calculated in the grade point. A department may require a student to repeat courses where they have earned a grade of C or better based on the department's own degree requirements.
- A PAAR form must be filed if the graduate advisor supports a student's request for an incomplete extension. The request must include a reason as to why the student could not complete the course within the one year time frame, the remaining requirements needed to be completed and date of completion.
- If additional courses need to be added to a POS for the purpose of increasing a student's GPA, the request must be made on a PAAR and must include the specific courses being added.

Requests can take up to 2 weeks to review and process. The student will receive an email notification from our office once a decision has been made, and the graduate advisor can view the petition in OnBase.

Petition for Adjustment of Academic Requirements for the Master's Degree

Student Information

Last Name	First Name	SDSU ID*	Red ID	Clear Student Data
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Enter RedID or SDSU ID.

Address		
City	State	Zip Code
Preferred Phone Number	Email Address	

Program	Program Type

Student Request

State request and provide explanation/reason for request. For example, if modifying your official Program of Study, indicate course substitution(s) requested, specify deadline extension for incomplete(s), list additional courses to replace expired courses, etc.

Request Date

Program

*
☐ Approved ☐ Denied

Comments

Program Approval	Approval Date

Your form cannot be processed with an incomplete student information section.
Please contact [Graduate Affairs](#) for assistance.

Thesis Committee Form (Plan A, 799A Thesis)

Upon being advanced to candidacy, the student may submit the Appointment of Thesis/Project Committee form to Graduate Studies once all committee member signatures have been obtained. If required, human or animal subject approval must be obtained prior to submitting the form to Graduate Studies. The student should contact the Research Support Services, part of the Division of Research and Innovation, to determine whether this approval is required.

If a student chooses to have a Lecturer, Adjunct, or an Outside Expert with no SDSU Affiliation serve on their thesis committee, additional paperwork is required. The student will need to submit a Petition for Lecturers, Adjuncts and Outside Experts Without SDSU Affiliation to Serve on Thesis Committees, along with the required documentation listed on the petition. Graduate advisors also have the option to request that a “blanket waiver” be granted for that faculty member, which would grant other students the option to have said faculty member serve on their committee without further approval for up to 5 years.

***Please note:** The Thesis Committee Packet is a restricted form and is only made available by Graduate Studies to students who have been designated a Plan A student on their degree evaluation and have been advanced to candidacy or who are in the final stage of approval. A completed thesis committee packet cannot be submitted until the student has been advanced to candidacy.*

*Temporary Change for Thesis Committee Approval (effective Spring 2020 – Fall 2020 with the possibility of extension) To accommodate necessary workflow changes during the coronavirus outbreak, each program's Graduate Advisor may oversee and approve all aspects of Master's thesis committee packets. All communication may be conducted by email or phone. No physical signatures are needed for the Graduate Advisor to confirm all necessary information. Review and processing of the revised committee packet can take 7-10 business days. Students will receive an email confirmation of approval and at that time can request the schedule number for Thesis 799A. The thesis committee form and supporting documents can be found here: https://grad.sdsu.edu/current_grad_students/forms#collapsed20e177_4

The schedule number for Thesis 799A is given to students only by Graduate Studies and given to students that have an approved Appointment of Thesis/Project Committee form on file with Graduate Studies.

- The student must be registered in Thesis (799A or 799B) during the semester that the thesis is submitted to Thesis Review (Montezuma Publishing).
- If the thesis is not submitted by the thesis submission deadline, enrollment in 799B, Thesis Extension, through SDSU or SDSU Global Campus at the time of submission is required. The schedule numbers are obtained from the Graduate Studies.

Graduate Studies is responsible for submitting the grades for Thesis 799A and 799B to the Registrar's Office. **THESIS GRADES ARE SUBMITTED BY GRADUATE Studies ONLY.** A grade of CR will be given for 799A only after the thesis has been approved by Montezuma Publishing, and publication fees paid by the student. Then and only then will a grade of CR be given. If this process is not completed during the semester the student is enrolled in 799A, the grade of RP will be given for 799A and will remain until the student has completed this process.

For information regarding dissertations, theses and projects go to: <http://www.montezumapublishing.com/>

Report of Thesis Defense

For most departments, signing the signature page of the student's thesis before submission of the thesis to Thesis Review is sufficient. However, a few departments also require that the student report the thesis defense to Graduate Studies prior to graduation. This should be done on a Report of Final Exam or Thesis Defense e-form. This requirement will be noted on the Degree Evaluation.

- A student will not be eligible for graduation until the thesis defense notification is reported to Graduate Studies on a Report of Final Examinations or Thesis Defense for the Master's Degree e-form even if the thesis has been approved and submitted to Montezuma Publishing.

Report of Final Exam or Thesis Defense

Student Information

It is hereby reported that this student has been Advanced to Candidacy and has passed all examination(s) or has completed the thesis defense required by the department, college, or committee for this degree as specified on the Official Master's Degree Program and in the Graduate Bulletin:

Last Name	First Name	SDSU ID	RedID	Clear Student Data
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Enter RedID or SDSU ID.

Address

City

State

Zip Code

Preferred Phone Number

Email Address

Program

ProgramType

Request Date

Please verify all three of the following:

Select Plan: *

☒ Plan A ☐ Plan B

☐ This student was Advanced to Candidacy prior to their culminating experience (Plan A defense or Plan B examination/project). *

☐ This student has passed their culminating experience. *

Date Examination(s) or Thesis Defense Completed: *

Department Chair or Graduate Supervisor

Date

Your form cannot be processed with an incomplete student information section.
Please contact Graduate Affairs for assistance.

Culminating Experience (Plan B)

If the student is choosing Plan B, the comprehensive exam, project, or manuscript, is required. It is the responsibility of the graduate advisor to notify Graduate Studies, using the Report of Final Examinations or Thesis Defense for the Master's Degree e-form, that the student has passed their Plan B requirement.

- ☐ If this notification is not received by the appropriate deadline, it is assumed by Graduate Studies that the student has not taken or has failed this requirement, and the student's application for graduation is cancelled.
- ☐ **Effective Fall 2004, a student with only the comprehensive exam left to complete may be required to enroll in a 799C course through SDSU Global Campus during the semester the student is scheduled to take the exams.**
- ☐ *A student is approved to take their culminating experience **only** after being advanced to candidacy.* If the culminating experience is taken without the student being advanced to candidacy, the results will be invalid.

Report of Final Exam or Thesis Defense

Student Information

It is hereby reported that this student has been Advanced to Candidacy and has passed all examination(s) or has completed the thesis defense required by the department, college, or committee for this degree as specified on the Official Master's Degree Program and in the Graduate Bulletin:

Last Name First Name SDSU ID RedID

Enter RedID or SDSU ID.

Address

City

State

Zip Code

Preferred Phone Number

Email Address

Program

ProgramType

Request Date

Please verify all three of the following:

Select Plan: *

☐ Plan A ☐ Plan B

☐ This student was Advanced to Candidacy prior to their culminating experience (Plan A defense or Plan B examination/project). *

☐ This student has passed their culminating experience. *

Date Examination(s) or Thesis Defense Completed: *

Department Chair or Graduate Supervisor

Date

Your form cannot be processed with an incomplete student information section.
Please contact Graduate Affairs for assistance.

Appeal for Time Limit Extension

All requirements for advanced degrees coursework must be completed within six years after initial registration in course(s) used towards the completion of degree requirements. Programs that require more than 36 units must be completed within seven years after initial registration. Time spent on leave of absence is counted toward the degree time limit. Students that do not graduate by the six year deadline (or seven for programs with more than 36 units) can petition a one year time extension. This will require an outlined plan as to how the student will validate any expired coursework and a date of degree completion. For courses being validated by an exam, the Validation for Recency petition must be submitted. If approved, all degree requirements must be completed the following academic year unless the advisor indicates an earlier deadline. Note: expired courses from an outside university cannot be used toward the fulfillment of degree requirements. No more than one request will be considered.

Appeal for Time Limit Extension

Student Information

Last Name	First Name	SDSU ID *	RedID	Clear Student Data
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Enter RedID or SDSU ID.

Address

City

State

Zip Code

Preferred Phone Number

Email Address

Program

Program Type

Request Date

Program

This is to certify that the above-named student has the approval of the graduate advisor for a one-year extension of the six/seven year time limit for completion of masters' degree and/or advanced certificate requirements and will complete all requirements within one calendar year of the time limit, as outlined below:

*

Graduate Advisor

Date

Your form cannot be processed with an incomplete student information section.
Please contact Graduate Studies for assistance.

Validation for Recency

Upon approval by the graduate advisor and graduate dean, courses on a Program of Study that are older than six years old (for a program of 30 units) or seven years old (programs with more than 36 units) may be validated for recency.

- The method of validation is determined in cooperation by the graduate advisor and department, and must comply with university policy.
- Validations are good for up to one year from the date of validation.
- Courses **cannot** be validated more than once.
- Transfer coursework used toward the degree from an outside institution may not be validated.
- A course that is expired can also be substituted with a recent course.
- A course completed prior to six, or seven years of the date the official master's degree program is approved may not be listed on the program.

Validation for Recency

Student Information

Last Name First Name SDSU ID* RedID

Enter RedID or SDSU ID.

Address

City

State

Zip Code

Preferred Phone Number

Email Address

Program

Program Type

Request Date

Term and Year of Degree Completion (e.g., Fall 2017)*

Courses

Course Number Course Name Units Semester Enrolled Year Enrolled Validation Date*

Program

☐ * This is to certify that the above named student has proven their expertise in the content of each of the courses listed above to validate the course(s) for recency.

Graduate Advisor

Date

Your form cannot be processed with an incomplete student information section.
Please contact Graduate Affairs for assistance.

Withdrawal or Dismissal

A student that wishes to withdraw from the university should complete the Withdrawal or Dismissal e-form. If a student is enrolled in courses the same semester that they file a Withdrawal e-form and wish to withdraw from their courses, they will be required to submit a Late Schedule Adjustment Petition (see page 17 of this handbook). Once processed, notification will be e-mailed to the student.

If the graduate advisor is not satisfied with a student's progress in the Master's program, they can dismiss the student from the program.

If a student wishes to return to SDSU after this form is submitted and processed, they will need to reapply to the university.

Withdrawal or Dismissal

Student Information

Last Name	First Name	SDSU ID*	RedID	Clear Student Data
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Enter RedID or SDSU ID.

Address

City

State

Zip Code

Preferred Phone Number

Email Address

Program

Program Type

Request Date

The graduate advisor is requesting dismissal from the program. (Indicate one or more.)

- ☐ The student has not met one or more established program standards.
- ☐ The student has not met university grade requirements.
- ☐ The student has been rejected for advancement to candidacy.
- ☐ The student does not have a realistic chance of graduating within a reasonable period of time.

Comments

Graduate Advisor

Date

Your form cannot be processed with an incomplete student information section.
Please contact Graduate Affairs for assistance.

Application for Graduation with an Advanced Degree

Graduation is not automatic upon the completion of degree requirements.

Application for Graduation with an Advanced Degree is available through the student's WebPortal. Students that cannot access the application must contact Graduate Studies for a paper application.

- ☐ The deadline for applying for graduation falls early within the same semester. Students are encouraged to apply early since the deadline is firm and no late applications are accepted.
- ☐ Every effort is made by Graduate Studies to remind students of the upcoming deadline. Prior to the deadline, two email notices are sent to possible graduating students. Flyers are sent to each department to post by Enrollment Services, and the deadline is listed in the current Graduate Bulletin, Academic Calendar and on the Graduate Studies homepage.

The student receives an Evaluation for Graduation that is generated by Graduate Studies based on the student filing an Application for Graduation. The Evaluation for Graduation is a mid-semester check of the student's record and lists graduation requirements not yet completed. Also listed are the deadlines by which the student must complete those requirements. It is imperative that students take action immediately and request any needed changes to their record. Failure to take action will result in a cancellation or delay of graduation.

A student who does not complete all degree requirements in the semester in which they applied for graduation, will be reconsidered for the following term. No action needs to be taken.

A student does not need to be enrolled in coursework to apply for graduation.

The awarding (posting) of the degree will appear on transcripts approximately 4-6 weeks after the last day of the semester. Diplomas are mailed out within 8-10 weeks of the awarded degree. The date to appear on the transcript and diploma is the last day of the semester.

Leave of Absence

A student wanting to maintain matriculation at SDSU but cannot enroll in classes for a particular semester, must request a Leave of Absence. Students can request a leave of absence through their WebPortal by selecting the "Leave of Absence" menu option and confirming the term of leave. The deadline to submit a leave of absence is on the Academic Calendar.

A student will not need to request a Leave of Absence if their coursework has been completed.

In order for a student to be eligible to request a leave of absence, they must have completed their first semester and cannot have any registration holds. (Disqualified students are not eligible to request a leave of absence.)

Please note: Students are permitted to take a total of 4 semesters of leave of absences. A leave of absence must be filed during the semester in which they will not be enrolled, and a request must be made each semester a leave will be taken.

Graduate Petition for Retroactive Withdrawal/Add

To retroactively withdraw from or add a course in a previous semester, the student must supply documentation and include substantiated reasons to show that there were extenuating circumstances clearly beyond the student's control to prevent them from following the appropriate procedures and meet the listed deadlines for that semester. The instructor of record must indicate the current grade and sign the petition. The graduate advisor's signature is also required on the form.

If approved, the student must pay a Cashier's Office processing fee, and turn in the approved petition to the Registrar's Office where the adjustment will be made to the student's records.

Students will submit the petition and add their supporting documentation electronically. The form can be found on the Registrar's Office website: https://registrar.sdsu.edu/students/academic_status/withdrawal

Petition for Late Schedule Adjustment

A graduate petition to late add, drop or change the grading basis of a course during the current term must use the Late Schedule Adjustment form offered at Graduate Studies or the Registrar's Office. A screenshot or PDF of an email from the instructor of record must be included with the petition, which should include the grade to date in the course. Documentation substantiating the serious and compelling reason for the add, drop or grading basis change must accompany the petition. Once a decision has been made by the Associate Dean of Graduate Studies, our office will notify the student by email. If approved, the student will need to pay the \$20 processing fee and the Registrar's Office will make the necessary changes. The change will not be made to the student's record until the processing fee is paid.

Please note: A student withdrawing from the semester must submit one petition per class.

Students will submit the petition and add their supporting documentation electronically. The form can be found on the Registrar's Office website: https://registrar.sdsu.edu/students/academic_status/withdrawal-late-schedule-adjustment

Advanced Certificates

For departments who offer an advanced certificate, a Request for Permission to Enter an Advanced Certificate Program e-form must be submitted. Graduate Studies will verify a student's admission to the University before approving admission to an advanced certificate program. Students that applied for a certificate only will not need to submit the Request for Permission to Enter an Advanced Certificate e-form. Regulations governing advanced certifications are the same as earning a Master's degree. Students are required to reapply for admissions if they choose to earn another degree after the awarding of the advanced certificate.

Request for Permission to Enter an Advanced Certificate

Student Information

Last Name	First Name	SDSU ID*	RedID	Clear Student Data
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Enter RedID or SDSU ID.

Address

City

State

Zip Code

Telephone No.

Email Address

Program

Program Type

Request Date

Advanced Certificate Objective

Certificate Program

☐ Admit ☐ Denied

State Reasons:

Program Director

Date

Your form cannot be processed with an incomplete student information section.
Please contact Graduate Affairs for assistance.

Upon completion by the student of the certificate requirements, a Notification of Completion of Advanced Certificate Program e-form should be submitted no later than 4 weeks after the end of the final semester of the certificate courses. You will be provided with an excel spreadsheet to enter the student grades in and upload to this e-form. Graduate Studies ensures that the student has met the criteria for completion of the certificate program. A certificate is printed by Graduate Studies and sent to the department. The department signs the certificate and mails it to the student.

Please note: If a student is unable to complete the curricular requirements prescribed in the current Graduate Bulletin, a Petition for Adjustment of Academic Requirements for the Graduate Degree (PAAR) should be submitted. There should be a reason stated on the petition as to why the student was unable to take the required course(s).

Notification of Completion of Advanced Certificate Program

Student Information

Last Name	First Name	SDSU ID*	RedID	Clear Student Data
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
		Enter RedID or SDSU ID.		
Address				
<input type="text"/>				
City	State	Zip Code		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Telephone No.	Email Address			
<input type="text"/>	<input type="text"/>			
Program	Program Type	Request Date		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Advanced Certificate Objective				
<input type="text"/>				

Program

Student Matriculated at:

☐ SDSU ☐ Extended Studies

Completed Certificate Courses

Please attach completed template of certificate courses. *

Attach

Certificate Examination Required

☐ No ☐ Yes

Date Passed

Certificate Completion Date

Certificate Program Director

Date

Your form cannot be processed with an incomplete student information section.
Please contact Graduate Affairs for assistance.