

SAN JOSÉ STATE UNIVERSITY

# Steps to Graduation

GRADUATE STUDENTS



# You're part of the Spartan family

## Welcome to San José State University and our community of Spartans!

As a student, you're now part of the Spartan family! This publication is designed to make sure your graduate experience here at SJSU is a successful one and to keep you on track to graduate in a timely manner.

As you make your way through your academic journey, this publication will serve as a guide to help you along through graduation. By reading this publication thoroughly, you will be informed of the academic requirements you need to fulfill each term. This includes additional steps you should take outside the classroom to enhance your educational experience and prepare for your career. You will also learn of resources on campus that can help you navigate through your graduate program.



**Sammy**  
Photo by Dan Liberti



# Academic Planning

## My First Steps

- KEEP YOUR ADMISSION LETTER**  
This is particularly important for conditionally admitted students, as the letter specifies the conditions you must complete during your first year of study.
- PROVISIONAL ADMISSION**  
For those who were provisionally admitted, make sure to submit any outstanding admission documents to the Office of Graduate Admissions and Program Evaluations (GAPE) by the deadline listed on your MySJSU account. Failure to do so may result in a delay in your financial aid and/or disenrollment from the university.
- GRADUATE ADVISOR**  
If you have not already received communication from your department, connect with your graduate advisor to determine your course requirements for each term.
- ENROLL/REGISTER FOR CLASSES**  
Enroll/register for classes through your MySJSU account. Questions about registration can be directed to the Registrar's office at registrar@sjsu.edu
- GRADUATION WRITING ASSESSMENT REQUIREMENT (GWAR)**  
Complete the Graduation Writing Assessment Requirement (GWAR). The GWAR must be completed before a student can be advanced to graduate candidacy. This requirement can be met in several ways. For more information, visit [sjsu.edu/gape/graduate-student-guide/advancement-to-candidacy](http://sjsu.edu/gape/graduate-student-guide/advancement-to-candidacy).

## Every Semester

- CHECK THE UNIVERSITY CALENDAR FOR ENROLLMENT APPOINTMENT DATES AND FINAL EXAMS SCHEDULES**
- SIGN IN TO YOUR MYSJSU STUDENT ACCOUNT TO:**
  - See your enrollment appointment
  - View any registration holds
  - Register for courses
  - Pay fees (or ensure that Financial Aid will cover fees)
  - Review your records for accuracy

## Tips for Success

- Apply for department and SJSU scholarships.
- Connect with the Office of the Registrar for questions about your enrollment and residency status.
- Visit the Writing Center for additional resources to help with your writing skills such as tutoring and workshops.
- Take advantage of Career Center resources for resume building, interview tips, and job fairs.
- Apply for financial aid (applications available on October 1).
- Check your MySJSU account, frequently, to view enrollment appointments, enroll for courses, view registration holds, check messages, and pay fees.
- Pay tuition through your MySJSU account. For questions, contact the Bursar's Office.
- Get involved in student organizations. Some departments have dedicated student organizations for graduate students such as the Biology Graduate Student Association.
- Explore events taking place on campus, including those hosted by the College of Graduate Studies.

## International Students

- Connect with the International Student and Scholar Services Office for questions about visa requirements, internships (CPTs), work limitations, on-campus housing, International House opportunities, and student clubs.
- If you are studying on an F-1 or J-1 visa, check in with an international advisor in the International Student and Scholar Services Office to ensure you are meeting your visa regulations each term.



# Academic planning

## My Next Steps

- MASTER'S AND DOCTORAL DEGREE GRADUATION WORKSHOP**  
Attend a GAPE graduation workshop to ensure you are on track to graduate (offered in the spring and fall semesters).
- REVIEW SPECIFIC POLICIES**  
For example, there are strict rules surrounding the option to transfer prior graduate coursework into a current graduate program. To review the rules for eligibility, visit the Academic Planning section of our Graduate Student Guide.
- AVOID ACADEMIC PROBATION**  
Graduate students must maintain at least a 3.0 GPA each semester to stay in good academic standing and avoid academic probation. Probation for two consecutive semesters will result in academic disqualification from SJSU.
- DEPARTMENT ADVISOR**  
Connect with your graduate advisor and plan to submit a department pre-approved Advancement to Candidacy Petition to the GAPE office. This petition needs to be pre-approved by your graduate advisor and then submitted to the GAPE office for an official evaluation.
- MySJSU**  
Check the status of your Candidacy Petition in your MySJSU account.
- PREPARE TO GRADUATE**  
Finally, determine when you will need to graduate and check [graduation filing deadlines](#).

## Tips for Success

- Remember you must reapply for Financial Aid (in October) every academic year.
- Visit the [Writing Center](#) for additional help with your writing skills. They offer tutoring and workshops for graduate students, too.
- Use [Career Center](#) resources for resume building, interview tips, and job fairs.
- Investigate paid and unpaid internships in your discipline if they are part of your degree program.
- Explore events taking place on campus, including those hosted by the [College of Graduate Studies](#).

## International Students

- If you are studying on an F-1 or J-1 visa, check in with an international advisor in the [International Student and Scholar Services](#) office to ensure you are meeting your visa regulations each term.
- Work with your department and the [International Student and Scholar Services](#) office for CPT (internships for international students) options and requirements.
- Keep a copy of your approved candidacy petition for your reference and for CPT and OPT (internships for international students) requirements.



# Academic planning

## My Final Steps

### MASTER'S AND DOCTORAL DEGREE GRADUATION WORKSHOP

Attend an online graduation workshop to ensure you are on track to graduate (offered in the spring and fall semesters).

### GRADUATION APPLICATION

You can apply for graduation through self-service within your MySJSU account approximately two weeks after being approved for advancement to candidacy. Eligible graduation candidates will receive a MySJSU message prompting them to apply for graduation. This message will include detailed instructions similar to the instructions at [sjsu.edu/gape/forms](https://sjsu.edu/gape/forms).

### GRADUATION APPLICATION STATUS

Check the status of your graduation application in your MySJSU account.

### COURSE SUBSTITUTION

Did you take a course(s) not listed on your advancement to candidacy petition to earn your degree? If you took a different course than the one listed on your approved advancement to candidacy petition, submit a [Request for Core or Elective Course Substitution form](#).

### DEPARTMENT REQUIREMENTS

Complete all department requirements, such as your final project, thesis, dissertation, or exam. Afterwards, your department will verify this requirement with the GAPE office by submitting either a Verification of Culminating Experience Memo or by your completion of a predetermined final course in your department.

### UNIVERSITY THESIS OR DISSERTATION

Are you completing a university thesis or dissertation? Ensure that you follow all instructions for submitting a formal university [thesis/dissertation](#).

### NON-COMPLETED COURSES

Ensure that any non-completed courses have been completed, including courses that appear on your record as "I" (incomplete) or "RP" (report in progress). This may involve a change of grade form signed by the original instructor of record, and submitted by the instructor to the Office of the Registrar.

### DEGREE CONFERRAL

Graduate degrees post to academic records approximately three weeks after official grades are posted to transcripts. Check your MySJSU account Other Indicators and Unofficial Transcript to see if your degree has been posted. For more information about the degree conferral process visit the Graduation section of the [Graduate Student Guide](#).

### OFFICIAL TRANSCRIPTS

Order official transcripts through the [Office of the Registrar](#).

## Tips for Success

- Check thesis and dissertation deadlines
- Take advantage of Career Center resources for resume building, interview tips, and job fairs.
- Investigate paid and unpaid internships in your discipline if they are part of your degree program.
- Join SJSU's [Alumni Association](#) and LinkedIn group.
- Complete your program within seven years (master's students), or five years (doctoral students) to avoid expiration of courses from your program.
- Check the National Student Loan Data System (NSLDS) to determine loans you have borrowed and to complete appropriate exit interviews.
- Find out about the university [commencement ceremony](#).
- Check-in with your program office to find out if they offer a separate department ceremony.

## International Students

- Work with your department and International Student and Scholar Services for OPT options and requirements.



# Additional resources

Not all students can finish a graduate degree in two to three years. You may face financial challenges that prevent you from attending to your program requirements. Or you may have family responsibilities or other circumstances that work against your graduation plan. Whatever the situation, we are committed to providing the support and resources you need to complete your degree. Please note that you must complete your program within seven years (master's students), or five years (doctoral students) to ensure courses for your program do not expire.

## Need Urgent Help?

If you're starting to fall behind in your graduation plan, seek help immediately. We have a number of resources on campus to assist you, including:

- Academic support ([major advising](#))
- Payment plans and financial counseling ([Bursar's Office](#))
- Counseling services ([Counseling and Psychological Services](#))
- Financial aid counseling/assistance ([Financial Aid and Scholarship Office](#))
- Financial hardship ([SJSU Cares via Financial Aid Office](#))
- Health and wellness services ([Student Health Center](#))
- Grievances/grade dispute process ([Ombudsperson](#))
- Veteran services ([Military and Veteran Services Office](#))
- Disability assessment and support ([Accessible Education Center](#))
- International student support and visa advising ([International Student and Scholar Services](#))

You can find the full contact information for these resources and more in the [Contacts](#) section.

## Save Money — Graduate on Time

Your education costs you time and money, so every decision will have an impact on you in a real way. By using the resources available, you will save time and money by avoiding classes you don't need and taking only the ones that you do need. This will also help you to spend less money on tuition, books, housing, and other related expenses.

Take advantage of our resources at [sjsu.edu/faso/forms-resources/financial-literacy](https://sjsu.edu/faso/forms-resources/financial-literacy) to plan the financial aspect of your pathway to graduation including:

- How to calculate the real cost of taking an extra semester, an extra year, or longer to graduate
- How to create and maintain a budget
- How to plan for unexpected expenses, such as car repairs, medical bills and rent increases
- What your loan repayment options are with respect to payment plans, loan forgiveness, deferment, and forbearance

## Student Code of Conduct

Members of SJSU are expected to uphold the community standards and demonstrate academic integrity, accountability for one's actions, respect for oneself and one's community, and personal development. It is, therefore, important that students familiarize themselves with the Student Conduct Code and Academic Integrity Policy for which they are accountable. This information is in the SJSU catalog and at [sjsu.edu/studentconduct/policies](https://sjsu.edu/studentconduct/policies)

## Student Responsibilities and Rights

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution (S90–5). Students are encouraged to consult the [Student Responsibilities and Rights](#) section of the SJSU Catalog to ensure an understanding of the resources, requirements, and programs designed to support students' academic and personal growth.

# Additional Resources (continued)

## **College of Graduate Studies**

The College of Graduate Studies strives to ensure the development of quality graduate and credential programs and the creation and implementation of the policies and procedures by which the university is governed. In addition, the College of Graduate Studies provides student success support and guidance for thesis and dissertation submission and reviews.

## **Office of Research**

The Office of Research supports the development of individual and collaborative research efforts. The office offers training resources on the responsible conduct of research for students and faculty and guidance on policies for conducting research involving human subjects or animals. The Office of Research also hosts the annual SJSU Student Research Competition. Finalists are invited to present at the CSU Student Research Competition.

## **Martin Luther King, Jr. Library**

The Dr. Martin Luther King Jr. library offers a number of academic support services for graduate students including research support. Students can contact librarians who are subject specialists as well as access many materials from off campus. The library offers a step-by-step guide to begin research on every subject taught at SJSU as well as a guide for online graduate students.

## **SJSU Writing Center**

The Writing Center offers resources to help students become better writers, from one-on-one tutoring sessions to various writing workshops. In addition, the Center offers online resources, informational classroom visits and “homegrown handouts” created by writing experts to help students of all levels and from all disciplines.

## **Advising Resources**

### **Major/Department Advising**

For questions or issues specific to your academic program, contact your graduate department advisor(s).

### **International Student and Scholar Services (ISSS)**

The International Student and Scholarship Services office provides quality support and advising services for international students and scholars on matters of immigration.

### **When to Contact the GAPE Office**

The Office of Graduate Admissions & Program Evaluations (GAPE) is available to answer questions about your student status, advancement to candidacy and graduation application. Program evaluators can provide details about university graduate processes and policy. If you experience a roadblock to your progress and need instruction or confirmation about what to do next, contacting the GAPE office is a great place to start.

## **Graduate Admissions and Program Evaluations**

### **Graduate Admissions and Program Evaluations**

Student Services Center, Window G  
graduate@sjsu.edu

## **Student Services Support**

### **Accessible Education Center**

The Accessible Education Center provides accommodations and services for students with disabilities in the classroom and throughout the campus.

### **Career Center**

The Career Center promotes professional development by providing the tools to guide you in making career-planning decisions along with developing and marketing your skills to employers.

### **Counseling and Psychological Services**

Counseling and Psychological Services provides personal counseling, educational counseling, psychiatric services, workshops, consultation, outreach, and training.

### **SJSU Cares**

SJSU Cares is here to help you if you're having difficulty paying for basic needs, such as food and/or housing. The team may be able to provide funding (unrelated to your financial aid) and assistance to you. We can also help you avoid similar situations in the future.

### **Military and Veteran Student Services**

The Military and Veteran Student Services assists eligible student veterans, active duty service persons, dependents, reservists, and National Guard members with state and federal education benefit programs.

### **Office of Diversity, Equity and Inclusion**

The Office of Diversity, Equity and Inclusion leads university-wide efforts to ensure a welcoming, safe climate for every member of the San Jose State community.

### **Ombudsperson** (Grievance/Grade Disputes)

The Ombudsperson provides impartial and confidential consultation to members of the campus community who are concerned about a situation.

### **Student Wellness Center**

The Student Wellness Center provides health care services, including basic primary care, limited specialty care, health promotion and disease prevention, principal support services (laboratory, pharmacy, physical therapy, radiology, nutrition), and limited mental health services to all registered SJSU students.

# SJSU Contacts

For a complete campus directory of faculty, staff, and departments, visit [sjsu.edu/directory](https://sjsu.edu/directory)

## Accessible Education Center

[sjsu.edu/aec](https://sjsu.edu/aec)  
[aec-info@sjsu.edu](mailto:aec-info@sjsu.edu)  
408-924-6000

## Bursar's Office

(Fees and Tuition)  
[sjsu.edu/bursar](https://sjsu.edu/bursar)  
[bursar@sjsu.edu](mailto:bursar@sjsu.edu)  
408-924-1601

## Career Center

[sjsu.edu/careercenter](https://sjsu.edu/careercenter)  
[careerhelp@sjsu.edu](mailto:careerhelp@sjsu.edu)  
408-924-6031

## College of Graduate Studies

[sjsu.edu/cgs](https://sjsu.edu/cgs)  
[graduate-studies@sjsu.edu](mailto:graduate-studies@sjsu.edu)  
408-924-2427

## Counseling and Psychological Services

[sjsu.edu/counseling](https://sjsu.edu/counseling)  
[counseling.services@sjsu.edu](mailto:counseling.services@sjsu.edu)  
408-924-5910

## Financial Aid and Scholarship Office

[sjsu.edu/faso](https://sjsu.edu/faso)  
[fao@sjsu.edu](mailto:fao@sjsu.edu)  
408-283-7500

## Gender Equity Center

[sjsu.edu/genec](https://sjsu.edu/genec)  
[genec@sjsu.edu](mailto:genec@sjsu.edu)  
408-924-6500

## Graduate Admissions & Program Evaluations

[sjsu.edu/gape](https://sjsu.edu/gape)  
[graduate@sjsu.edu](mailto:graduate@sjsu.edu)  
408-924-7500

## Office of Undergraduate Education

[sjsu.edu/UE](https://sjsu.edu/UE)  
408-924-2447

## Housing

(University Housing Services)  
[sjsu.edu/housing](https://sjsu.edu/housing)  
[uhs-frontdesk@sjsu.edu](mailto:uhs-frontdesk@sjsu.edu)  
408-795-5600

## International House

(I-House)  
[sjsu.edu/ihouse](https://sjsu.edu/ihouse)  
[ihouse@sjsu.edu](mailto:ihouse@sjsu.edu)  
408-924-6570

## International Student and Scholar Services

[sjsu.edu/iss](https://sjsu.edu/iss)  
[international-office@sjsu.edu](mailto:international-office@sjsu.edu)  
408-924-5920

## Majors

[catalog.sjsu.edu](https://catalog.sjsu.edu)

## Martin Luther King, Jr. Library

[library.sjsu.edu](https://library.sjsu.edu)  
408-808-2000

## Military and Veteran Student Services Office

[sjsu.edu/veterans](https://sjsu.edu/veterans)  
[veterans@sjsu.edu](mailto:veterans@sjsu.edu)  
408-924-8129

## MOSAIC Cross Cultural Center

[sjsu.edu/mosaic](https://sjsu.edu/mosaic)  
[mosaic@sjsu.edu](mailto:mosaic@sjsu.edu)  
408-924-6255

## Office of Diversity, Equity & Inclusion

[sjsu.edu/diversity/office](https://sjsu.edu/diversity/office)  
408-924-8168

## Office of the Registrar

(Registration and Transcripts)  
[sjsu.edu/registrar](https://sjsu.edu/registrar)  
[registrar@sjsu.edu](mailto:registrar@sjsu.edu)  
408-283-7500

## Office of Research and Innovation

[sjsu.edu/research](https://sjsu.edu/research)  
408-924-2272

## Ombudsperson

(Grievance/Grade Disputes)  
[sjsu.edu/ombudsperson](https://sjsu.edu/ombudsperson)  
[ombuds@sjsu.edu](mailto:ombuds@sjsu.edu)  
408-924-5995

## Police

(University Police Department)  
[sjsu.edu/police](https://sjsu.edu/police)  
408-924-2222 (non-emergency)  
911 (emergency)

## PRIDE Center

[sjsu.edu/pride](https://sjsu.edu/pride)  
[sjsupride@gmail.com](mailto:sjsupride@gmail.com)

## SJSU Cares

[sjsu.edu/sjsucares/about/contact-us](https://sjsu.edu/sjsucares/about/contact-us)  
[sjsucares@sjsu.edu](mailto:sjsucares@sjsu.edu)

## Student Health Center

[sjsu.edu/studenthealth](https://sjsu.edu/studenthealth)  
408-924-6122

## Student Involvement

[sjsu.edu/getinvolved](https://sjsu.edu/getinvolved)  
[getinvolved@sjsu.edu](mailto:getinvolved@sjsu.edu)  
408-924-5950

## Testing Office

[testing.sjsu.edu](https://testing.sjsu.edu)  
[testing-office@sjsu.edu](mailto:testing-office@sjsu.edu)  
408-924-5980

## Transportation Solutions

[sjsu.edu/as/departments/transportation-solutions](https://sjsu.edu/as/departments/transportation-solutions)  
[transportation@sjsu.edu](mailto:transportation@sjsu.edu)  
408-924-7433

## Tuition and Fees

(Bursar's Office)  
[sjsu.edu/bursar](https://sjsu.edu/bursar)  
[bursar@sjsu.edu](mailto:bursar@sjsu.edu)  
408-924-1601

## Writing Center

[sjsu.edu/writingcenter](https://sjsu.edu/writingcenter)  
[writingcenter@sjsu.edu](mailto:writingcenter@sjsu.edu)  
408-924-2308

Photos by David Schmitz Photography