GRADUATION AND
COMMENCEMENT

Graduation Information and Application Process
for the Bachelor’s Degree
A well-planned course of study, as well as a clear understanding of
requirements, will help the student avoid graduation problems and delays.
While each student is responsible for meeting all degree requirements
and graduation deadlines, assistance is available from faculty advisors
assigned through the major department, from staff in the Advising Center,
and from a graduation evaluator in the Registrar’s Office.

Degree Dates
Three official graduation dates are scheduled each year one in the fall,
one in the spring, and one in the summer. To qualify for graduation, the
student must complete all requirements for the bachelor’s degree by the
official graduation date.

The graduation application and filing fee entitle students to an official
graduation evaluation of progress toward meeting baccalaureate degree
requirements. If students qualify for graduation by the designated
graduation date, they may participate in the annual commencement
ceremony.

One Degree with Multiple Majors and/or Minors
Double majors leading to the same baccalaureate degree (B.A. or B.S.) do
not constitute separate baccalaureate degrees and only one degree and
one diploma will be awarded. Only one application fee of $100 is required
for one degree, regardless of the number of majors and minors.

Graduating with Multiple Degrees
A student may be awarded more than one baccalaureate degree (B.A.,
B.S., B.M.) at the same time provided that requirements of both degree
programs have been completed. Students who complete two different
baccalaureate degrees must apply for both degrees in a single degree
period by submitting separate applications simultaneously. Only one
$100 fee is required for the two applications submitted simultaneously.
Students who complete concurrently the requirements for two or more
baccalaureate degrees will be acknowledged on separate diplomas for
each degree earned.

Note: A baccalaureate and master’s degree can only be pursued
concurrently if a student is participating in the SF State Scholars
Program.

Students are not eligible to enroll in courses offered through regular
university in the term following award of a degree without first applying
for admission to the University. Students will be administratively dropped
by the Registrar’s Office from courses taken in a post-degree term and
must apply for a refund with the Bursar’s Office.

Commencement Ceremony and Graduation
Approval
Graduation Ceremony
The formal commencement ceremony occurs once a year, usually at the
end of May. Only those students who graduated the previous summer
(August graduation date), those who graduated the previous fall (January
graduation date), those who have applied for graduation in current spring
(May graduation date), or who have applied by the spring application
deadline for graduation in current summer (August graduation date) are
eligible to participate in the ceremony. Baccalaureate degrees require a
minimum of 120 units. Cap and gown rental is available in the Bookstore
at an additional cost.

Participation in commencement does not mean that the student has
officially graduated and is qualified for the bachelor’s degree. If in the
final semester, students do not complete a course or earn a satisfactory
grade, they still need to complete all courses and requirements required
for the degree. Students will need to reapply for graduation, pay the $100
application for graduation fee and obtain faculty advisor and department
chair signatures in the semester of actual completion of the outstanding
requirement(s).

Courses in Excess of Bachelor’s Degree
Requirements
It is the general policy of this University to consider courses taken
prior to the award of the baccalaureate degree as undergraduate
courses. However, a student may request on the Application for Award of
Baccalaureate Degree that up to twelve semester units of upper-division
and/or graduate level work, taken in the final semester before the award
of the baccalaureate degree be granted provisional post-baccalaureate
status, providing these units are in excess of those required for the
baccalaureate degree.

Even if granted provisional post-baccalaureate status, the decision to
accept courses for a graduate degree taken while in undergraduate
status, rests with the post-baccalaureate program’s department chair,
dean and administrative approval.

It is preferred that such courses taken at this time be upper-division
courses, leaving graduate coursework to be taken after the baccalaureate
degree has been officially completed. Seniors may enroll in graduate
courses only with special permission of the instructor.

If such a request is filed, the total unit load taken, in all institutions and
for all purposes, by the student during that final semester must not
exceed the maximum unit load in effect for graduate level students
as outlined in the section Maximum Unit Load. Any exceptions must
have the approval of the dean of the Division of Graduate Studies in
advance of registration for the final term. If the baccalaureate degree is
not completed at the end of the term in question, all the work taken is
subject to being counted as undergraduate work and the provisional post-
baccalaureate status for specified courses voided.

Graduate Student Application for Graduation
Candidates for degrees must file an application for graduation in
accordance with the University calendar. The Application for Graduate
Degree, which is available online through your Student Center, is only
accessible to students with an approved Advancement to Candidacy
(ATC) form and an approved Culminating Experience Proposal on file with
the Division of Graduate Studies. The student must pay the graduation
fee and complete the application for award of degree the semester of
graduation.

Applications will not be approved for a specified term unless all
requirements have been met as of the final day of the semester. If a
candidate does not complete the requirements as planned in a particular
semester, he/she must reapply for graduation to be considered in a
subsequent semester and pay the $100 application for graduation fee.
If the student is required to be enrolled the semester of graduation, this requirement must be noted on the ATC. Students should consult with their department to determine whether or not enrollment in an additional course is required once the student has enrolled in the Culminating Experience course. Students who have not registered for the class at the time they apply for graduation will be required to enroll in the following semester and graduation will be delayed or, students can request of the department chair and dean for retroactive registration. Payment of all registration fees will be required.

**Graduating with Multiple Graduate Degrees**

A student may be awarded more than one masters or doctoral degree (MA, MS, MBA, E ED) at the same time provided that requirements of both degree programs have been completed. Students who complete two different graduate degrees may apply for both degrees in a single degree period by submitting separate applications simultaneously. A fee of $100 is required for each application submitted. Students who complete concurrently the requirements for two or more graduate degrees will be acknowledged on separated diplomas for each degree earned.

**Note:** A baccalaureate and master’s degree can only be pursued concurrently if a student is participating in the SF State Scholars Program.

Students are not eligible to enroll in courses offered through regular university in the term following award of a degree without first applying for admission to the University. Students will be administratively dropped by the Registrar’s Office from courses taken in a post-degree term and must apply for a refund with the Bursar’s Office.