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*Most forms may be downloaded through the Division of Graduate Affairs site: http://aztecgrad.sdsu.edu/gra/graforms.aspx*
Division of Graduate Affairs Listings

The Division of Graduate Affairs is a unit within Graduate and Research Affairs

Vice President for Research &
Dean of Graduate & Research Affairs
Assistant to the Vice President

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Amanda Carpenter 42978

Division of Graduate Affairs SSE 1410 (Refer general information calls to 45213, mail code 8220)

Assoc. Dean for the Division of Graduate Affairs
Asst. Dean for the Division of Graduate Affairs
Coordinator of Graduate Programs and Evaluations
Assistant to the Associate Dean

Joanna Brooks 45139 jmbrooks@mail.sdsu.edu
Edmund Balsdon 40361 ebalsdon@mail.sdsu.edu
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Anders Larsson 42309 anders.larsson@mail.sdsu.edu

General policy and procedure information, Tuition Waivers, TA/GA appointments, endowment and shared vision awards, and support of student services

Student Services Professional (A-H)
Student Services Professional (I-N)
Student Services Professional (O-Z)

Rita Baumann 41504 rbaumann@sdsu.edu
Jennifer Logan 46367 jennifer.logan@mail.sdsu.edu
Cristina Sanchez 41356 sanchez@mail.sdsu.edu

Official Program of Study and Advancement to Candidacy for an Advanced Degree, Graduation Evaluations, Certification and Cancellations, Comprehensive Examinations, Foreign Language, Advanced Certificates, Petition for Adjustment of Academic Requirements, Validation for Recency

Joint Doctoral Students

Rita Baumann 41504 rbaumann@sdsu.edu

Cal Western School of Law Exchange Agreement and UCSD/SDSU Affiliation Agreements

Cristina Sanchez 41356 sanchez@mail.sdsu.edu

Administrative Support Assistant

Edgar Beas 41506 ebeas@mail.sdsu.edu

Approval of Thesis Committee Forms, Change of Status, Change of Concentration/Specialization, Request to Change Degree/Master Objective, Grade Submission and Changes for 799A Thesis, 799B Thesis Extension and 799C Comprehensive Exam, maintains Graduate Adviser List, tracking of Conditional Admits. Student services front desk support.

Administrative Support Assistant

Lacey Lavigne 41353 llavigne@mail.sdsu.edu

Approval of Thesis Committee Forms, approval of Diploma Orders, processing of Petition for Retroactive Course Change, Petition for Special Consideration for Late Schedule Adjustment, Report of Final Examination or Thesis Defense, Petition for Adjustment of Academic Requirements. Student services front desk support.

Programmer/Analyst

Ian Moore 44162 imoore@mail.sdsu.edu
WebPortal
http://sunspot.sdsu.edu/pls/webapp/web_menu.login

All graduate advisers and their staff should have access to WebPortal. 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 Program of Study status, attendance, 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.

Programs of Study must be submitted online using WebPortal, eliminating the need for tracking a paper copy, and increasing the efficiency of the process.
Procedural Steps Toward Earning a Master's Degree

1. Be Aware of University and Departmental Requirements by Reading the Graduate Bulletin and Consulting with Your Graduate Adviser
   Read the Graduate Bulletin carefully, particularly the section on Regulations of the Division of Graduate Affairs, Basic Requirements for the Master's Degree, and the Specific Requirements of the department in which you major.

2. Once You Are Admitted to the University, Determine Your Graduate Status
   a. If you were admitted as a classified graduate student, meet with your graduate adviser to create an Official Program of Study.
   b. If you were admitted as a conditionally classified student, meet with your graduate adviser to determine the conditions and deadline you must meet in order to change your status to classified graduate student. A Change of Status Form will be submitted to the Division of Graduate Affairs by your graduate adviser asking that you be classified when you have fulfilled the conditions or extending the deadline. Next, your graduate adviser will submit an Official Program of Study for you electronically. Should you not meet the conditions by the deadline, a hold will be placed on your registration for the following semester.

3. Submission of Your Official Program of Study
   a. Once you are classified your Official Program of Study should be submitted electronically by your graduate adviser no later than the semester prior to anticipated graduation. For students following Plan A, Thesis, the deadline may be earlier. See the SDSU Formatting Guidelines, http://www.montezumapublishing.com/thesis1/ThesisFormatting/Formatting.aspx
      Any deviation from the specific master's degree requirements listed in the Graduate Bulletin or requests for acceptance of transfer coursework may be requested on a Petition for Adjustment of Academic Requirements signed and submitted by the Graduate Adviser.
   b. Any change to the electives after the Official Program of Study has been approved should be requested by the graduate adviser and submitted on a Petition for Adjustment of Academic Requirements.

   NOTE: An Official Program of Study will not be accepted for a student who is conditionally classified or who is on academic probation. A student's status can be verified via WebPortal.

4. Attain Advancement to Candidacy
   a. Your eligibility for Advancement to Candidacy will be reviewed at the time your Official Program of Study is approved.
   b. If you are not eligible for advancement at the time your Official Program of Study is approved, the Division of Graduate Affairs will review your file for advancement at the end of each semester.
   c. You must be advanced to candidacy before you will be allowed to formally form your thesis committee (Plan A) or to take the comprehensive examination (Plan B).
   d. You may not be advanced to candidacy and be awarded an advanced degree in the same term. You are encouraged to be advanced to candidacy the semester before you intend to graduate.
5. Plan A Students – Thesis/Project
   a. After advancement to candidacy, obtain and complete an Appointment of Thesis/Project Committee form available at the Division of Graduate Affairs. Secure the required signatures and return it to the Division of Graduate Affairs for final approval.
   b. Once your Appointment of Thesis/Project Committee form has been approved, call the Division of Graduate Affairs for the schedule number for Thesis 799A. You must be registered in Thesis (799A or 799B): (1) during the semester you obtain your faculty’s signatures approving the thesis, and (2) when you submit your thesis to Montezuma Publishing for format review.
   c. Consult the SDSU Formatting Guidelines http://www.montezumapublishing.com/thesis1/ThesisFormatting/Formatting.aspx for policies and procedures on preparing theses and projects. A final examination (oral defense) of the thesis may be required.

6. Plan B Students – Comprehensive Examination
   a. Consult your graduate adviser regarding the procedures for taking the comprehensive exam. Your graduated adviser will notify the Division of Graduate Affairs when you have passed the comprehensive exam. (You must be advanced to candidacy to be eligible to take the examination.)
   b. Students who have completed all course requirements and have only the comprehensive exam to complete may enroll in 799C through the College of Extended Studies for proof of residency or financial aid. Schedule numbers for enrollment are available in the Division of Graduate Affairs.

7. File an Application for Graduation
   a. Graduation is not automatic upon completion of degree requirements. Students must apply for graduation through the WebPortal by clicking on the “Apply to Graduate” tab. Consult the current Academic Calendar for the filing deadline date.
   b. If you do not graduate in the term for which you applied, you must reapply any subsequent term in which you expect to graduate.
Change of Status  
(see page 6)

- If the student is admitted to SDSU as a conditionally classified graduate student, a Change of Status form must be submitted by the graduate adviser to the Division of Graduate Affairs when the student has fulfilled the conditions specified at the time of their admission. The adviser, in cooperation with the student, should notify the Division of Graduate Affairs immediately when the student’s conditions are met. If notification to the Division of Graduate Affairs is not received by student’s initial deadline, a registration hold is placed on the student’s record, preventing course registration.

*Please note:* An Official Program of Study will not be accepted for a student who is conditionally classified or who is on academic probation. A student’s status can be verified via WebPortal.

Request to Change Degree/Major Objective between Departments  
Classified Graduate Standing (CGS)  
(see page 7-8)

- The Request to Change Degree/Major Objective between Departments-Classified Graduate Standing (CGS) should be submitted to the Division of Graduate Affairs for the following reason:

  - Individuals wishing to change their major or program objective from one program to another without being awarded the first degree.

The Division of Graduate Affairs creates a packet for departmental review that includes the Request to Change Degree/Major Objective between Departments-CGS form, GRE/GMAT scores, transcripts and other documents, and forwards the information to the department. A separate departmental application and/or letters of recommendations may be requested by the individual departments. Once an admission recommendation has been determined by the department, the CGS form must be returned to the Division of Graduate Affairs.

Request to Change Concentration/Specialization  
(within the same department)  
(see page 9)

- This form is filed by a student who desires to change their degree objective (example from MA to a MS) or concentration within the same major and not changing graduate advisers. If the major has a separate graduate adviser, the student must fill out the Classified Graduate Standing form to attain classification within the new major.
Change of Status

(TYPE OR PRINT CLEARLY) RED ID _____________________________

Last Name ___________________ First ___________________ MI ____________

Street Address ___________________ Apt. # ______ City ____________ State ______ Zip Code ______

Degree (e.g., MA, MS, MBA) __________________ Major (and concentration/specialization, if applicable) __________________

Your official status at the university has been changed as indicated below. If this information is in error, please contact the Graduate Division or call (619) 594-5213.

DEPARTMENTAL 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 and is recommended for continuance with this status. The revised conditions and deadline for completion are:

__________________________________________________________________________

__________________________________________________________________________

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

__________________________________________________________________________

Graduate Adviser Signature ____________________________ Date ______

DIVISION OF GRADUATE AFFAIRS

The status of the above conditionally classified student is now:

☐ Classified

☐ Conditionally Classified/Extended Deadline: ____________________________

☐ Scholastically Disqualified (See the Graduate Bulletin for policies governing scholastic disqualification)

☐ Other: ____________________________

Effective Date ____________________________ Graduate Dean/Designee Signature ____________________________ Date ______

Protected Level 2 Document ~ If found, please return form to the Division of Graduate Affairs

~ CHECK YOUR WEBPORTAL FOR UPDATES TO YOUR STUDENT RECORDS ~
Request to Change Degree/Major Objective between Departments

This is an official application to request a change of degree/major objective from a current department to another. A current graduate adviser's signature is required prior to submitting this request to the Division of Graduate Affairs.

**STUDENT INFORMATION**

Applicants filing for a change of degree/major objective must meet the following conditions:

1. All departmental requirements must have been satisfied as stated in the Graduate Bulletin.
2. Graduate Record Examination (GRE) scores must be on file, or Graduate Management Test (GMAT) scores for Business applicants.
3. Official transcripts from each institution attended must be on file with the Office of Admissions and Records.

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<th>Current Degree (e.g., MA, MS, MBA)</th>
<th>Major (and concentration/specialization, if applicable)</th>
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I currently have Judicial Action against me  No  □  Yes  □
Reason for transferring from current program: ____________________________________________

I certify the above information is complete and correct. I understand my SDSU file will be forwarded to the adviser of my new program of interest for review.

Student Signature  Date

**TO BE FILLED OUT BY CURRENT GRADUATE ADVISER ONLY**

This student is currently in good standing  Yes  □  No  □
Comments: ____________________________________________________________

Current Graduate Adviser Signature  Department  Date
Request to Change Degree/Major Objective between Departments

Name: ____________________________ Red ID# ____________________________

(TYPE OR PRINT CLEARLY)

TO BE FILLED OUT BY NEW GRADUATE ADVISER:

New Degree/Major Objective (Refer to Graduate Bulletin for authorized graduate degree)

<table>
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<tr>
<th>Degree (e.g., MA, MS, MBA)</th>
<th>Major (and concentration/specialization, if applicable)</th>
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<tr>
<td>☐ Admit Classified</td>
<td>☐ Admit Conditionally</td>
</tr>
<tr>
<td>☐ Deny</td>
<td></td>
</tr>
</tbody>
</table>

State reasons/conditions briefly: ________________________________________________________________

New Graduate Adviser Signature ____________________________ Date ______________

DIVISION OF GRADUATE AFFAIRS

☐ Admit Classified. Applicant must confer with graduate adviser regarding official program of study.

☐ Admit Conditionally. Conditions stated above.

☐ Deny. Applicant may contact graduate adviser for further information regarding denial to program.

Effective Date ____________________________ Graduate Dean/Designee Signature ____________________________ Date ______________
Request to Change Concentration/Specialization
(within the same department)

(TYPE OR PRINT CLEARLY)

Last Name               First               MI               RED ID

Street Address          Apt. #               Telephone No.

City                    State                Zip Code

I am currently **FULLY CLASSIFIED** or **ADVANCED TO CANDIDACY** in the advanced degree program as follows:

Degree (e.g., MA, MS, MBA)               Major (and concentration/specialization, if applicable)

I wish to change from the program named above to another advanced degree program within the same department as follows:

Degree (e.g., MA, MS, MBA)               Major (and concentration/specialization, if applicable)

Student Signature               Date

**GRADUATE ADVISER RECOMMENDATION** (Please review student’s file and check response)

☐ Admit Classified               ☐ Admit Conditionally               ☐ Denied

Briefly state conditions and deadline date:

________________________________________________________________________

________________________________________________________________________

Graduate Adviser Signature               Date

**DIVISION OF GRADUATE AFFAIRS**

☐ Admit Classified. Applicant must confer with graduate advisor regarding Official Program of Study.

☐ Admit Conditionally. Conditions stated above.

☐ Denied. Applicant may contact graduate advisor for further information regarding denial.

Effective Date               Graduate Dean or Designee Signature               Date

Protected Level 2 Document – If found, please return form to the Division of Graduate Affairs

~ CHECK YOUR WEBPORTAL FOR UPDATES TO YOUR STUDENT RECORDS ~
Official Program of Study (POS) for an Advanced Degree

- The graduate adviser must submit for approval a student's POS via WebPortal (https://sunspot.sdsu.edu/pls/webapp/web_menu.login) to the Division of Graduate Affairs. After receiving the POS, the Division of Graduate Affairs will evaluate the POS as well as the advancement to Candidacy. The student and graduate adviser will receive a copy of the Evaluation of POS and an Evaluation for Advancement to Candidacy indicating the status. A program of study may not be submitted if the student is conditionally classified or is on academic probation.

- SDSU courses numbered 499 and below are not acceptable for an advanced degree; 900-level courses, except 997, are reserved for certain professional curricula as part of an advanced certificate.

- 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 field at the time the POS is submitted. If a deviation needs to be made to an already approved POS, a paper Petition for Academic Requirements for the Master's Degree must be submitted to the Division of Graduate Affairs for final approval.

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 3.0 GPA, a 3.0 GPA in all 300-level courses and above taken concurrently with the first POS course, and completion of any prescribed departmental requirements.

  - If the student is recommended for advancement to candidacy by the graduate adviser and is eligible, the Division of Graduate Affairs will advance the student to candidacy.
  - If the student is not recommended for advancement to candidacy by the graduate adviser, but is eligible, the Division of Graduate Affairs will solicit a recommendation from the graduate adviser.
  - If the student is not eligible for advancement to candidacy, a notification is sent to the graduate adviser and to the student. Graduate Affairs will continue to evaluate the student's eligibility at the end of each semester. Once eligible, the Division of Graduate Affairs will advance the student to candidacy and notify the graduate adviser and the student.
Petition for Adjustment of Academic Requirements for the Master's Degree
(see page 12)

- When course requirements listed on a student's program 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 should be submitted when submitting an electronic POS.
  - Graduate level transfer courses may be included on the POS at the recommendation of the graduate adviser. If a transfer course is to be used in lieu of a prescribed required curriculum course, submit a Petition for Adjustment of Academic Requirements when submitting the POS.
  - 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 the Division of Graduate Affairs.
  - Any change made to electives not yet completed on the POS after it is approved must be made on a Petition for Adjustment of Academic Requirements. The student and graduate adviser will receive notification of the decision once it has been reviewed by the Division of Graduate Affairs.
  - 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 department's own degree requirements.
  - A Petition for Adjustment of Academic Requirements must be filed if a student has been granted additional time beyond the one year allocated to make up a grade of Incomplete Charged (IC). The request must indicate the new completion date.
  - If additional courses need to be added to an already approved POS, for the purpose of increasing a student's GPA, the request must be made on a Petition for Adjustment of Academic Requirements and must include the specific courses being added.

Report of Foreign Language Completion
(see page 13)

- 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.
  - If the student has met the foreign language requirement prior to submitting the POS, notification to the Division of Graduate Affairs is not necessary. The graduate adviser should indicate "fulfilled" when submitting the POS.
  - If the student has not met the foreign language requirement prior to submitting the POS, notification to the Division of Graduate Affairs is required using the Report of Foreign Language Completion form. Indicating the method of fulfillment when submitting the POS is not necessary, as it is at the discretion of the department and graduate adviser and will be noted on the Report of Foreign Language Completion form.
  - The graduate adviser 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.
Petition for Adjustment of Academic Requirements for the Master’s Degree

(TYPE OR PRINT CLEARLY)

RED ID

Degree (e.g., MA, MS, MBA)  Major (and concentration/specialization, if applicable)

Last Name                    First                MI

Street Address               Apt.#

City                          State                Zip Code              Telephone No.

STUDENT REQUEST
State request and provide explanation/reason for request. For example, if modifying your Official Program of Study indicate course(s) to be added/dropped, specify deadline extension for incomplete(s), list course(s) added to improve GPA on your Official Program of Study, list additional units to replace expired units, and list course repeat(s).

Student Signature            Date

DEPARTMENT OR SCHOOL
☐ Approved                   ☐ Denied
Comments

Graduate Adviser (Print Name)  Signature of Graduate Adviser  Date

DIVISION OF GRADUATE AFFAIRS
☐ Approved                   ☐ Denied
Comments

Graduate Dean/Designee Signature  Date
San Diego State University  
Division of Graduate Affairs  
SSE 1410   (619) 594-5213

Report of Foreign Language Completion

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Your official program for the master’s degree requires the demonstration of a reading knowledge of a foreign language or equivalent. Please present this form to your graduate adviser who will designate a member of the faculty to conduct an examination or determine proficiency.

If you will be fulfilling the Foreign Language Requirement by completing a departmental exam, or the appropriate parts of the MLA test, ask your graduate adviser to designate an examiner and complete Section I below. Present this form to the examiner and arrange to have the test administered. The examiner will conduct the examination, complete Section II of this form, and submit it to the Graduate Division.

If you are fulfilling the Foreign Language Requirement by satisfactorily completing course work or if you have earned a degree from a university where English is not the principle language of instruction, ask your graduate adviser to complete Section III. All other forms of satisfactory completion of the Foreign Language Requirement require the submission and approval of a Petition for Adjustment of Academic Requirement.

SECTION I
The following named professor will conduct the reading knowledge examination as required:

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<th>Professor</th>
<th>Department of Examiner</th>
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<tr>
<th>Student’s Degree and Major</th>
<th>Graduate Adviser Signature</th>
<th>Date</th>
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SECTION II
This is to certify that I conducted the reading knowledge examination as required above.

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<tr>
<th>Language</th>
<th>Date Student PASSED Examination</th>
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SECTION III
This is to certify that the above named student has satisfactorily completed the reading knowledge of a foreign language required for the master’s degree by the following demonstration:

Course work completed:

<table>
<thead>
<tr>
<th>English as a Second Language Student</th>
<th>Course Prefix and Number</th>
<th>Grade</th>
<th>Date Completed</th>
<th>Institution Completed</th>
<th>Date Awarded</th>
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Graduate Adviser Signature Date
Report of Thesis Defense
(see page 16)

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 they report the thesis defense to the Division of Graduate Affairs prior to graduation. This should be done on a Report of Final Examinations or Thesis Defense for the Master's Degree form. This requirement should also be noted on the Program of Study under the thesis option "Report of thesis defense" area.

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

Thesis Committee Form (Plan A, 799A Thesis)
(see pages 17-20)

Upon being advanced to candidacy, the student may submit the Appointment of Thesis/Project Committee form to the Division of Graduate Affairs once all committee member signatures have been obtained. If required, human or animal subject approval must be obtained prior to submitting the form to the Division of Graduate Affairs.

The student should contact the Division of Research Affairs to determine whether this approval is required.

Please note: This is a restricted form and is only made available by the Division of Graduate Affairs to students who have been advanced to candidacy or who are in the final stage of approval. A completed thesis committee form cannot be accepted until the student has been advanced to candidacy.

The schedule number for Thesis 799A is available only in the Division of Graduate Affairs Office after the Appointment of Thesis/Project Committee form has been approved by the Division of Graduate Affairs.

- 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 the College of Extended Studies at the time of submission is required. The schedule numbers are obtained from the Division of Graduate Affairs.
The Division of Graduate Affairs is responsible for submitting the grades for Thesis 799A and 799B to the Registrar's Office. **THESIS GRADES ARE SUBMITTED BY THE DIVISION OF GRADUATE AFFAIRS ONLY.** A grade of CR will be given for 799A only after the thesis has been approved by Montezuma Publishing. 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 Final Examination(s) or Thesis Defense for the Master’s Degree

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:

(TYPE OR PRINT CLEARLY)

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<th>Last Name</th>
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<th>RED ID</th>
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Degree (e.g., MA, MS, MBA)  Major (and concentration/specialization, if applicable)

☐ Plan A  ☐ Plan B

Date Examination(s) or Thesis Defense Completed:

________________________________________
Month/Day/Year

________________________________________
Department

Dept Chair or Graduate Adviser Signature  Date
DIVISION OF GRADUATE AFFAIRS (DGA)
Monday - Friday 8:00 a.m. – 4:30 p.m. (619) 594-5213 SSE-1410
Dissertation and Thesis Review Service (619) 594-7551
Thesis Committee Form--Instructions

1 (a) Dissertation and Thesis Manual (DTM): Download the current edition of the DTM available at www.montezumapublishing.com/dtm. (DTM also available in the SDSU bookstore). This is a required text: you must comply with its guidelines. Read the DTM, Section 2.2.1 and items 1(b)-(f) below before completing the Appointment of Thesis/Project Committee form.

(b) Human Subjects: You are probably using human subjects if, for your research, you will obtain information from people (survey, interview, observation, or experimentation) or you will analyze human tissues, records, samples or other data previously collected by someone else. All activities that involve humans or human tissues, records, or samples, where results are intended for publication (e.g., theses, dissertation, manuscript), require approval by the Institutional Review Board (IRB) in advance of subject recruitment or analysis of existing data. You may enroll in Thesis 799A once you have submitted a completed protocol to the IRB. The Division of Research Affairs (DRA) provides review application materials and guidance (http://ora.sdsu.edu/research/irb). If you have questions, email irb@mail.sdsu.edu or call 619-594-6622. Allow 4-6 weeks for completion of the IRB process once completed application materials are submitted for review. Also see 1(f).

(c) Animal Subjects: Research involving vertebrate animals must be approved by the Institutional Animal Care and Use Committee (IACUC) in advance of any work with vertebrate animals in the field or laboratory. This also includes vertebrate animal tissue samples whether you collect them or obtain them from someone else. The DRA provides review application materials and guidance (http://ora.sdsu.edu/research/iacuc). For additional information contact the DRA at 619-594-0905 or email iacuc@mail.sdsu.edu for additional information. Also see 1(f).

(d) Rights to Thesis/Dissertation Data and Publication Authorship: This agreement is Page 2 of the Appointment of Thesis/Project Committee form. Both pages must be completed prior to submission to the DGA [see 1(f)].

(e) Theses in Foreign Languages: Check the appropriate box on the Thesis Committee form and be sure all faculty members are fluent in the language. Read Section 2.1.7 in the DTM about the required verification of competency in standard written English from the Graduate Adviser. The Committee Form will not be approved without an attached verification.

(f) Completed forms: In consultation with the department graduate advisor, a student will select a chair for the thesis committee. The student, the graduate advisor and the thesis committee chair select the other faculty who will be asked to serve on the thesis committee. If needed, obtain human and/or animal subjects approval (or verification of protocol submission) which needs to be submitted with the thesis committee form. Faculty members’ names should be listed in the following order: chair first, then 2ND from your department followed by the 3Rd member from outside your department. The Graduate Advisor of your department must be the last signature obtained. If a FERP, emeritus, adjunct or lecturer is to serve as a committee member, appropriate recommendations and additional forms must be prepared, signed, and attached to the Thesis Committee Form when it is submitted. For the full policy and links to additional forms see reverse side of this page or go to http://ora.sdsu.edu/grad/thesisreview/thesiscommittee.html. Submit the completed Thesis Committee form with the Authorship Agreement (p.2), and any additional information as described above to the DGA. Allow 1 week for processing and approval. Contact the DGA after 7 days to see if your committee has been approved. If it has been, request the schedule number for Thesis 799A from the DGA staff.

2 Formats: If you are uncertain of your ability to prepare a manuscript according to the DTM you may employ a professional. The best option available is Montezuma Publishing’s formatting department, located here on campus at IT-104. Additionally, there is a list of freelance formatters available at www.montezumapublishing.com.

3 (a) Thesis Review & Thesis Completion: Students may contact the Thesis Reviewer with questions about formatting. Call 594-7551 or email thesis@montezumapublishing.com. However, please consult Montezuma Publishing’s website first (www.montezumapublishing.com) as it provides instruction, thesis policies and procedures, deadlines, and information about formatting (including links to the SDSU templates in both Word and LaTeX).

You must be enrolled in either Thesis 799A or Thesis extension 799B in the semester that you complete your thesis, obtain faculty signatures, and submit your thesis for format review to the Montezuma Publishing’s Thesis Reviewer. The reviewer checks for compliance with the DTM as well as your department’s approved style guide. This formal review is the last step in the approval process required by the DGA.

(b) Thesis Submission: After your committee members have approved your thesis, they will sign the signature page. You are now ready to submit the thesis for format review. Submit your original signature page to the Montezuma Publishing Thesis Department, either by mail or in person. An account will be set up for you, allowing you upload the electronic copy of your thesis. Montezuma Publishing will verify your current enrollment in 799A or 799B and compare your signatures with the Appointment of Thesis Committee form (everything must match including thesis title and faculty members’ names in the appropriate order), and you will be put in line for review. See www.montezumapublishing.com for additional information regarding procedures, a review checklist displaying all the criteria by which your document will be evaluated, along with current deadlines.
POLICY FOR SERVICE ON MASTER’S THESIS COMMITTEES

The university’s criteria for appointment to a thesis committee, as adopted by the SDSU Graduate Council are listed below. Departmental policies on faculty eligibility for thesis committees vary somewhat, as do the procedures for selection of specific faculty to advise a particular student. Students should consult their departmental graduate adviser for information.

1. Normally, the thesis committee is composed of three full-time members of the university faculty. The chair and at least one of the other members should hold permanent (tenure or tenure-track) faculty appointments. The chair and the second member should have a full-time or joint appointment in the department in which the thesis is written. For concurrent-degree programs, instead of a chair and 2nd member, the committee may be composed of a chair and co-chair who will be the two primary faculty from each discipline. The third member of the thesis committee must be from a department other than that of the chair.

In special circumstances, a department may designate lecturers or FERP faculty members in the department, or faculty members from another department, who are approved to serve as chair of thesis committees. These faculty members must meet all of the other requirements described below. If the chair of the committee is a faculty member from another department, the committee must include at least two members from the department in which the thesis is written.

2. Normally, all thesis committee members should (a) hold a terminal degree or the equivalent in an appropriate discipline and be current in the field as determined by the department, and (b) regularly teach graduate-level courses.

3. Normally, thesis committee chairs should also have specific expertise (theoretical, methodological, or topical) in the area of the proposed thesis.

4. If a FERP or Emeritus faculty member is to serve either as a chair or 2nd/3rd member of a committee for a thesis/project, the student and faculty member must sign an Agreement for FERP or Emeriti Faculty to Serve as Thesis/Project Chair/Member. That agreement must also be approved by the department. FERP and emeriti faculty must sign this Agreement each time they serve on a student’s thesis/project committee.

5. In special circumstances of direct benefit to the student, the department of the committee chair may recommend the appointment as either a second or third member of a thesis committee an adjunct faculty member or lecturer who may be expected to be available for the period required for the student to complete the thesis. Such faculty must hold a terminal degree or equivalent in an appropriate discipline and be current in the field as determined by the department. Departments should submit to the Dean of the Graduate Division the names and current vitae of any adjunct faculty or lecturers they wish to nominate as participants on thesis committees along with a cover letter from the Department Chair providing justification for the request. Adjunct faculty and lecturers must also sign an Agreement to Serve as a Member of a Thesis Committee each time they serve on a student’s thesis/project committee.

6. An individual who has special expertise directly related to the thesis research may serve as a fourth member of the committee or as a co-chair. Appointment as co-chair requires that the individual hold a terminal degree or the equivalent in an appropriate discipline and be current in the field as determined by the department.

7. Final appointment of the membership of thesis committees rests with the Dean of the Graduate Division. If the dean does not approve of the thesis committee recommendation, the dean will confer with the department prior to making any final decision.

For the forms mentioned in this policy and the procedures for completion and submittal, go to the Dissertation & Thesis Review website (http://gra.sdsu.edu/grad/thesisreview/dtrmain.html), click on “Thesis Committees” and scroll down to the “Forms and Procedures” section.

Revised and approved by the Graduate Council, December 13, 2007
Graduate and Research Affairs  
Division of Graduate Affairs  
Appointment of Thesis/Project Committee  

COMPLETE BOTH PAGES (PRESS HARD)  

Student ID No.  Local Telephone No.  

Major  Email Address  

Type or Print for use in a window envelope: 
First Name:  Middle Initial:  Last Name:  
Street Address:  Apartment #:  
City:  State:  Zip Code:  

Title of Thesis or Project:  

SAMPLE ONLY  

Will thesis be written in a Foreign Language?  

Yes  No  If yes, see instructions on cover page.  

HUMAN SUBJECTS RESEARCH  
All activities that involve humans or human tissues, records, or samples, where results are intended for publication (e.g., theses), require approval by the Institutional Review Board (IRB) in advance of subject recruitment, analysis of existing data, or enrollment in Thes 799A. Therefore, are you:  

A. Planning to obtain information from people through the use of a survey, interview, observation, or experimentation for your thesis?  

Yes  No  

B. Planning to analyze human tissues, records, samples or other data previously collected by someone else as part of your thesis research?  

Yes  No  

If you answered YES to A or B, you must attach to this form the IRB approval letter (or verification of protocol submission) in order to enroll in 799A. You will be notified via email that the IRB has received/approved your research protocol. Note: Prior to thesis submission, the IRB approval letter must be submitted to the Division of Graduate Affairs (if it is not attached to this form). The IRB website (http://gra.sdsu.edu/research/irb/) provides application materials and guidance. Direct any questions to: irb@mail.sdsu.edu or call 594-6622. Allow 4-6 weeks for completion of the IRB review process once application materials are submitted.  

ANIMAL SUBJECTS RESEARCH  
Does your thesis/project involve the use of vertebrate animals?  

Yes  No  

If YES, you must obtain approval of the research from the SDSU Institutional Animal Care and Use Committee (IACUC) before collecting data regardless of any other approval(s) or permit(s) you may have. This approval must be on file in the Division of Research Affairs and verified by the IACUC chair (signature below) prior to registration in Thes 799A.如果 you have questions or need guidance, email iacuc@mail.sdsu.edu or call 594-6605. Allow 4-6 weeks for completion of the IACUC review process once application materials are submitted.  

Verification of IACUC Approval:  Signature of IACUC Chair or Designee:  Date:  

FACULTY ENDORSEMENT OF RESEARCH FOR THESIS/PROJECT  
The undersigned faculty agree to serve on this thesis/project committee. The chair's endorsement certifies that appropriate referral of students to the IRB or IACUC has been made to ensure compliance with Federal regulations relating to human subjects or animal research.  

Chair (print name):  Signature:  Date:  

Major Dept. (abbr):  Type or Print Legibly the information below:  

2nd Member (print name):  Signature:  Date:  

Major Dept. (abbr):  

3rd Member (print name):  Signature:  Date:  

Outside Dept. (abbr):  

Additional Member or Co-Chair (print name):  Signature:  Date:  

Department (abbr):  

Additional Member (print name):  Signature:  Date:  

Department (abbr):  

DEPARTMENT GRADUATE ADVISER (print name):  Signature:  Date:  

APPROVED:  Signature of Graduate Dean or Designee (Graduate and Research Affairs)  Date:  

1All non-tenure-track faculty, must complete additional paperwork—see http://gra.sdsu.edu/Graduate/Theesis/commcomp.htm for policy & forms.  

White: Graduate Division  Canary: Graduate Advisor  Pink: Thesis Chair  Goldenrod: Student
This document is an agreement between a student and faculty mentor regarding data ownership, authorship and the copyright of a thesis used to satisfy requirements to complete the degree.

To ensure the agreement represents the interests of both the student and faculty mentor, it is important to become familiar with policy addressing student work and also guidance on the Thesis Review web site. In addition, there are other resources that address these issues of scientific integrity that may contribute to the discussion (http://www.ccsnet.org/).

This discussion should occur before the student begins his/her thesis work.

Topics to be addressed in this agreement include:

1. **The copyright of the written thesis.** The copyright of the written thesis used in partial fulfillment of the requirements for an advanced degree belongs solely to the student author. Copyright is secured automatically when the work is created. The university shall be entitled to a copy or definable facsimile of the thesis. There must be a compelling reason to share copyright of a thesis; such reason should be provided in writing and must be agreeable to the student author.

2. **Ownership of data used or generated by the student.** The university retains rights to data developed by a student and shall have access to use excerpts from any such thesis or dissertation, including data and graphical support of such data, to develop patent applications in which the University has an interest. Any inventions, trademarks, trade secrets or other intellectual property developed shall be owned in accordance with Senate policy addressing intellectual property including royalty sharing with the student as appropriate. The student will retain copyright ownership of her/his thesis separate from ownership of any intellectual property associated with the work. The author grants to San Diego State University in perpetuity a non-exclusive license to archive make accessible and display this master’s thesis, dissertation, or project in whole or in part in all forms of media, now or hereafter known, including internet display and transmission.

3. **Plans for publication.** Plans for publication of the results of the thesis should be discussed to include identification of an appropriate outlet, authors and order of authorship, amount of effort expected, and timeline for completion. For guidance on authorship standards, visit http://ori.dhhs.gov/.

4. **Contingency Plan.** A contingency plan should be discussed for publication of findings and authorship if the student is not actively involved. This should include a time limit after which the contingency plan will be put into place, and clear expectations of work to be accomplished.

**Agreement:**
We have discussed the issues noted and have reached a mutually agreeable understanding. Attach a type-written summary of your agreement signed by both the student and committee chair.

---

Student's Signature: ___________________________ Student's Red ID.: ___________________________ Date: ___________________________

---

Thesis/Dissertation Committee Chair's Signature: ___________________________ Date: ___________________________

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*Policy Approved by the Senate 9-8-2009*
*Form Last Revised: 07-22-2010*
Comprehensive Exam (Plan B)
(see page 22)

- If the student is choosing plan B the comprehensive exam is required. It is the responsibility of the graduate adviser to notify the Division of Graduate Affairs, using the Report of Final Examinations or Thesis Defense for the Master's Degree form, that the student has passed the comprehensive exam.
  
  ➤ If this notification is not received by the appropriate deadline, it is assumed by the Division of Graduate Affairs that the student has not taken or has failed the comprehensive exam, 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 the College of Extended Studies during the semester the student is scheduled to take the exams.**
  
  ➤ A student **may take** the comprehensive exam **only** after being advanced to candidacy. If a comprehensive exam is taken without the student being advanced to candidacy, the exam results will not be accepted by the Division of Graduate Affairs.

Validation for Recency
(see page 23)

- Upon approval by the graduate adviser and graduate dean, courses on an approved Program of Study that are older than seven years old may be validated for recency.
  
  ➤ The method of validation is determined in cooperation by the graduate adviser and department, and must comply with university policy.
  
  ➤ Validations are good for up to one year from the date of validation.
  
  ➤ Courses can not be validated more than once.
  
  ➤ Transfer coursework may not be validated.
  
  ➤ A course that is expired can also be substituted with a recent course.
  
  ➤ A course completed prior to seven years of the date the official master's degree program is approved may not be listed on the program.
Report of Final Examination(s) or Thesis Defense for the Master’s Degree

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:

(TYPE OR PRINT CLEARLY)

Last Name  First  MI  RED ID

Degree (e.g., MA, MS, MBA)  Major (and concentration/specialization, if applicable)

☐ Plan A  ☐ Plan B

Date Examination(s) or Thesis Defense Completed:

______________________________
Month/Day/Year

Department

______________________________
Dept Chair or Graduate Adviser Signature  Date
Validation for Recency

(TYPE OR PRINT CLEARLY)

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<th>Major (and concentration/specialization, if applicable)</th>
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I hereby agree that as a condition of validating the outdated courses specified, all requirements for this advanced degree will be completed within a time limit not to exceed one calendar year from the date of the examination.

**This date of completion is:**

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<th>Student Signature</th>
<th>Date</th>
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**DEPARTMENT OR SCHOOL**

This is to certify that the above named student has satisfactorily passed an examination over the content of each of the courses listed below as required to validate that course for recency.

<table>
<thead>
<tr>
<th>Department</th>
<th>Course #</th>
<th>Title</th>
<th>Units</th>
<th>Date Exam Completed</th>
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Graduate Adviser Signature: ____________________ Date: __________

**DIVISION OF GRADUATE AFFAIRS**

☐ Approved  ☐ Denied

Comments: ____________________ Date: __________

Graduate Dean/Designee Signature: ____________________ Date: __________

Protected Level 2 Document – If found, please return form to the Division of Graduate Affairs 3/13

~ CHECK YOUR WEBPORTAL FOR UPDATES TO YOUR STUDENT RECORDS ~
Application for Graduation with an Advanced Degree

- **Graduation in not automatic** upon the completion of degree requirements.

- Application for Graduation with an Advanced Degree, is now available through your WebPortal at [https://sunspot.sdsu.edu/pls/webapp/web_menu.login/](https://sunspot.sdsu.edu/pls/webapp/web_menu.login/)
  
  ➢ 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 the Division of Graduate Affairs to remind students of the upcoming deadline. The GAP (Graduate Adviser Publication) continually posts reminders of deadlines, flyers are sent to each department to post, and the deadline is listed in the current Graduate Bulletin and Class Schedule. Prior to the deadline, e-mail notices are sent to possible graduating students.

- The student and graduate adviser receive an Evaluation for Graduation that is generated by the Division of Graduate Affairs 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, must reapply (and repay the appropriate fee) for the semester in which graduation is expected.

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

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

**Graduate Petition for Retroactive Withdrawal/Add**

(see page 25)

- 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 adviser's signature is also required on the form. The Graduate Bulletin states a graduate student who wishes to withdraw retroactively should request withdrawal from the full semester's work. Ordinarily, requests for withdrawal from individual courses will not be accepted.

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.
GRADUATE PETITION FOR RETROACTIVE WITHDRAWAL

Print name and mailing address

Last: ____________________  First: ____________________  Middle: ____________________

Street: ____________________

City: ____________________  Zip: ____________________

E-mail Address: ____________________

Campus Red ID No.: ____________________

Major: ____________________

Telephone No.: ____________________

Date: ____________________

Please read the instructions attached and note that a fee is required for approved petitions.

This petition is for Late Withdrawal from the entire term for:

Term: Fall year  Winter year  Spring year  Summer year

<table>
<thead>
<tr>
<th>Course(s) Involved:</th>
<th>Approved Withdrawal</th>
<th>Denied Withdrawal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule #</td>
<td>Dept.</td>
<td>Course #</td>
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Please read instructions on reverse to ascertain your eligibility for retroactive change consideration.

Explanation for Request:

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

Student's Signature: ____________________

Note: Classified Students must also obtain the signature of their graduate adviser

Dept. Graduate Adviser's Signature (required): ____________________  Date: ____________________

Office Use only:

Approved [ ]  Denied [ ]  Veterans Clearance: ____________________  Financial Aid: ____________________

GRA Assistant Dean's Signature: ____________________  Date: ____________________

A fee of $ ________ must be paid to the Cashier's office for processing approved Petitions. Please take this approved petition to SS2620, bring receipted petition to the Office of the Registrar to complete processing. The form must be submitted to the Office of the Registrar on or before

***There will be no change in your records until this process has been completed***
Petition for Special Consideration
Late Schedule Adjustment
(see pages 27-28)

• A graduate petition to late add or drop a course must use the current Special Consideration form offered in the Division of Graduate Affairs or Registrar's Office. The instructor of record must indicate the current grade and sign the petition. Documentation substantiating the serious and compelling reason for the add, drop or grade status change must accompany the petition. Once the Division of Graduate Affairs approves or denies the late add or drop, the paperwork is sent to the Registrar's Office for processing. If approved, the Registrar’s Office then sends the student the original petition, along with notification of a processing fee payable to the Cashier’s Office. The change will not be made to the student's record until the processing fee is paid.

Please note: A student withdrawing from the University (all courses) must also submit the “Green Card” (Withdrawal Card/Late Withdrawal Card), having obtained all required signatures.

Request for Permission to Enroll for Concurrent Master’s Degree Credit
(see pages 29-31)

• An undergraduate student who wishes to take 500-, 600-, and 700-level courses for future graduate credit must submit a Request for Permission to Enroll for Concurrent Master’s Degree Credit. The undergraduate may only take such courses in the final semester of the bachelor's degree, should be within 12 units of completing the bachelor's degree, have completed all upper-level exams, and have a minimum grade point average of 3.0 in the last 60 units.

➢ The student should complete the form, secure the appropriate signatures, and submit it to the Division of Graduate Affairs. The form should be submitted no later than the third week of that term. If the student does not receive the bachelor's degree at the end of that semester, no graduate credit will be awarded.

• An undergraduate student who wish to enroll in 600- and 700-level courses but does not wish to receive graduate credit must submit an Undergraduate Request to Enroll in Graduate Level (600-700) Courses form to the Division of Graduate Affairs after obtaining the instructor's signature. The student must have completed 90 units and have a minimum grade point average of 3.0.

Please note: No retroactive graduate credit is awarded to a student after the awarding of the Bachelor's Degree.
Petition for Special Consideration
Late Schedule Adjustment

Return to the Office of the Registrar, SSW 1641
(See back for Instructions)

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<th>Last</th>
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<th>Date</th>
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</table>

Street (please use a local mailing address) ID Number

City State Zip Telephone

May we contact you by e-mail if we have questions about your petition? Yes No

<table>
<thead>
<tr>
<th>Action to be Reviewed</th>
<th>Course Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Drop a course</td>
<td>Semester/Year:</td>
</tr>
<tr>
<td>□ Add a course</td>
<td>Schedule #</td>
</tr>
<tr>
<td>□ Late registration for current semester (fees)</td>
<td>Dept/Course#</td>
</tr>
</tbody>
</table>
| □ Change of grading basis                 | Grading Status (check one):
| □ Course forgiveness (must also complete Course Forgiveness Form) | Letter Credit/NC Audit |
| □ Withdrawal from University (must also complete Withdrawal from University card) |

Additional Mandatory Information
1. Attach a typed statement describing the request
2. Attach documentation supporting the request (See instructions on back for guidelines)

Instructor’s Signature __________________________ Date ______ Grade to date ______
(Instructor’s signature indicates awareness of student’s request and verifies student’s grade. Approval of this petition requires review by the Registrar and College to insure adherence to university policy.)

Student’s Signature __________________________ Date ______________________

Your petition is being returned to you for the following reason:

_________________________________________________________________________
_________________________________________________________________________

Office of the Registrar Designee’s Signature __________________________ Date ______

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<tr>
<th>Office use only</th>
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<tbody>
<tr>
<td>Action:</td>
</tr>
<tr>
<td>Approved*</td>
</tr>
<tr>
<td>Denied</td>
</tr>
<tr>
<td>Resubmit</td>
</tr>
</tbody>
</table>

*(After late fee has been paid and form returned by student to the Office of the Registrar)

Comments __________________________ Date ______

Signature of Assistant Dean or Designee __________________________ Date ______

Cashiers Office Stamp
**Withdrawal Card/Late Withdrawal Card**

**San Diego State University**

**Fall/Spring**

RedID: [ ] [ ] [ ] [ ]

*(Please Print)*

Name ____________________________ Phone (_____) ____________

Last First Middle

Address __________________________________________________________

Street City State Zip

**CLEARANCES:** _____ Library (If applicable:) _____ Financial Aid _____ Veterans _____ EOP

<table>
<thead>
<tr>
<th>Schedule Number</th>
<th>Dept.</th>
<th>Course Number</th>
<th>Units</th>
<th>Date Last Attended*</th>
<th>Grade Through Last Attendance</th>
<th>Instructor's Signature</th>
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*Required if receiving financial aid.  

*See reverse side for instructions*
Request for Permission to Enroll for Concurrent Master’s Degree Credit

(TYPE OR PRINT CLEARLY)

Last Name
First
MI
Telephone No.

Street Address
Apt.#
City
State
Zip Code

Concurrent master’s degree credit requested for:

Fall [ ] Spring [ ] Summer [ ] Year [ ]

Department
Course #
Schedule #
Units

Department
Course #
Schedule #
Units

Intended Graduate Major
Student Signature

OFFICE OF ADVISING AND EVALUATIONS

Requirements remaining for bachelor’s degree:

GPA last 60 units
(Must be 3.0 or higher)

Department
Course #
Schedule #
Units

Department
Course #
Schedule #
Units

Notification (Check One):
[ ] Student will pick-up when ready
(Notification will be by E-mail)
[ ] Mail to student * on

*Student is responsible for address

Graduation Adviser or Designee Signature
Date

GRADUATE ADVISER/PROGRAM COORDINATOR

[ ] Recommended
[ ] Not Recommended

Comments

Department

Graduate Adviser Signature
Date

DIVISION OF GRADUATE AFFAIRS

[ ] Request Approved
[ ] Request Denied

Comments

Graduate Dean or Designee Signature
Date

PLEASE SEE OTHER SIDE FOR IMPORTANT INFORMATION

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Request for Permission to Enroll for Concurrent Master’s Degree Credit

Senior undergraduate students requesting to take concurrent credit must meet the following requirements: meet all of the required competencies in writing and mathematics, be within 12 units of completing requirements for the bachelor’s degree, have a minimum grade point average of 3.0 in the last 60 semester units attempted, have on file a current application for graduation for the bachelor’s degree, and earn a bachelor’s degree at the end of the semester or term in which the concurrent credit is earned.

The maximum number of units that may be earned as concurrent master’s degree credit is determined by the difference between the number of units remaining for the bachelor’s degree and 15. Master’s degree credit for 500-numbered courses and certain 600- and 700-numbered courses must be approved by the department. The completed form must be submitted to the Office of Advising and Evaluations by the deadline dates on the academic calendar of the semester in which the concurrent credit is to be earned.

PROCEDURES TO ENROLL FOR CONCURRENT MASTER’S DEGREE CREDIT
(Each of the following steps is sequential)

1. Complete and sign page one of this form. If 600-numbered courses and above are involved, see next section.

2. Submit this form to the Office of Advising and Evaluations (SSW 1551) by the deadline dates on the academic calendar of the semester in which credit is to be earned.

3. Once a graduation evaluation is completed, your graduation adviser will complete and sign the appropriate section of this form and will notify you (see page 1).

4. Once you receive the signed form, submit it to the graduate adviser/program coordinator (of the department for which you are taking the graduate course) for recommendation and signature.

5. Return the signed form to the Division of Graduate Affairs (SSE 1410) for final signature. A copy of the completed form will be returned to you. Upon receiving it please make sure the form is on file with the Office of Advising and Evaluations prior to the date of graduation.

6. After graduation, the Office of Advising and Evaluations will annotate the appropriate course(s) on your transcript and carry the credit forward to your graduate record.

NOTE: Before requesting concurrent credit, you must have on file a current graduation application for the bachelor’s degree.

PROCEDURES FOR 600+ LEVEL COURSES

To enroll in 600-numbered courses and above, you must also complete the “Undergraduate Request to Enroll in Graduate Level Courses” form, which authorizes the release of RegLine lockout of these courses to undergraduate students. A separate form is necessary for each 600+ level course. Fill out each form and bring it to each instructor for signature and assignment of an add code. Bring the form to the Division of Graduate Affairs (SSE 1410) for approval and, if approved, return it to the Office of the Registrar (SSW1641) to officially add the course.

NOTE: The criteria for adding 600+ level courses (an overall GPA of 3.0 and completion of 90 units) are less stringent than the criteria for earning concurrent master’s degree credit (GPA of 3.0 in last 60 units). It is possible to receive approval for enrollment in a 600+ level course while being denied approval for concurrent master’s degree credit.
**Undergraduate Request Form To Enroll in Graduate Level Courses (Courses 600-700)**

**CRITERIA**

Student must be an undergraduate senior, having completed a minimum of 90 units. Student must have an overall GPA of 3.0 or better in her/his last 60 units.

**STUDENT INSTRUCTIONS**

1. Complete the requested information below.
2. Obtain a copy of your current transcript from the web portal and attach it to this form.
3. Obtain the signature of the instructor along with the schedule number and add code.
4. Bring completed form to the Division of Graduate Affairs for approval and signature.
5. The completed and approved form will be forwarded to the Registrar’s Office.

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<th>(TYPE OR PRINT CLEARLY)</th>
<th>Semester/Year</th>
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<th>Dept/Course #</th>
<th>Schedule #</th>
<th>Add Code #</th>
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**GRADUATE INSTRUCTOR**

By your signature below you indicate you have verified the student is eligible for your class based on the criteria listed above and you approve his/her taking this class. **Current GPA**

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<tr>
<th>Print Instructor’s Name</th>
<th>Instructor’s Signature</th>
<th>Date</th>
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**DIVISION OF GRADUATE AFFAIRS**

- □ Approved  ■ Denied

Comments

- □ Approved  ■ Denied

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<th>Graduate Dean/Designee Signature</th>
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Advanced Certificates
(see pages 33-34)

- For departments who offer an advanced certificate, a Request for Permission to Enter an Advanced Certificate Program must be sent to the Division of Graduate Affairs. The Division of Graduate Affairs will verify a student's admission to the University before approving admission to an advanced certificate program.

- Upon completion by the student of the certificate requirements, a Notification of Completion of Advanced Certificate Program is submitted to the Division of Graduate Affairs. The Division of Graduate Affairs ensures that the student has met the criteria for completion of the certificate program. A certificate is printed by the Division of Graduate Affairs and sent to the department. The department signs the certificate and mails it to the student.

- 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.
San Diego State University
Division of Graduate Affairs
SSE 1410  (619) 594-5213

Request for Permission to Enter an Advanced Certificate Program

(TYPE OR PRINT CLEARLY)

STUDENT

Last Name    First    MI    RED ID    Telephone No.

Street Address    Apt.#    City    State    Zip Code

Advanced Certificate Objective

(Refer to Bulletin for name of authorized program)    Student Signature    Date

PROGRAM DIRECTOR

☐ Admit    ☐ Denied

State reasons:

Program Director Signature    Date

EVALUATOR

GRE Test Scores:    V    Q    A    Date    GPA of last 60 units

Baccalaureate Degree Earned

Degree Earned

Degree/Year    Degree/Year

DIVISION OF GRADUATE AFFAIRS

☐ Admit to:

Advanced Certificate Program

☐ Denied    Student may contact program director for information regarding deficiencies that resulted in denial of admission to program.

Graduate Dean or Designee Signature    Date

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Notification of Completion of Advanced Certificate Program

(TYPE OR PRINT CLEARLY)

Last Name      First      MI      Telephone No.

Street Address      Apt. #

City      State      Zip Code

STUDENT STATUS

☐ Matriculated at SDSU    ☐ Extended Studies

Name of Advanced Degree Program

Courses Completed to Meet Requirements

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<tr>
<th>Dept/Course #</th>
<th>Title</th>
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Department examination required:  ☐ No    ☐ Yes    If yes, date passed: ________________

Program completed on ________________ . I verify that all requirements have been successfully completed.

Certificate Program Director Signature

DIVISION OF GRADUATE AFFAIRS

Name of Advanced Certificate to be posted

Posted by

Graduate Dean or Designee Signature

34

Protected Level 2 Document – If found, please return form to the Division of Graduate Affairs 8/12