

CoB Undergraduate Graduation Application Procedures

(Sample Graduation Application)

Pick up an application from the One-Stop Student Services Center in SSB during the first week of your final semester (or summer session) or access it online at: <http://www.sfsu.edu/~admisrec/gradapp/ga.htm>.

SFSU ID: 907-00-0000

DOE _____, JANE _____, MARIE _____ Date of Grad: Jan May Aug 2009 year

Have you already completed 100 semester units? Yes No When _____

Degree Objective (circle one): BA **BS** BM

Primary Major: Business Administration (Int'l Business)

Secondary Major: _____ include concentration _____

Third Major: _____ include concentration _____

Primary Minor: _____

Secondary Minor: _____

Type/Print name as you wish it to appear on diploma:

Last Name DOE

First JANE Middle MARIE Suffix _____

- How did you meet your Upper Division Written English Req?
Took JEPET / during Spring 2007
Took Eng 410/411/414 during (fill in semester /year)
 - Have you submitted a petition to the Advising center (ADM 212) for an Exception, waiver of substitution to General Ed. Reqs? yes no
- If Yes, when and what was the petition regarding? _____
- If you are on the 48-unit General Education Program, you must respond to the following:

Title of Segment III Cluster: Human Sexuality

List the 9 units of upper division resident units being used to fulfill this req:

Courses: HED 320 PSY 450 HMSX 320

List all courses in progress (major and minor courses, those indicated as "INC", those in progress at another institution, those you plan on taking the following semesters (identify institution if other than SFSU):

Dept & No.	Title	Semester Units	Term	Institution
<u>BUS 690</u>	<u>Sem in Bus Policy and Strat. Mgmt</u>	<u>3</u>	<u>FA08</u>	<u>SFSU</u>
<u>IBUS 681</u>	<u>Sem in Comparative Mgmt</u>	<u>3</u>	<u>FA'08</u>	<u>SFSU</u>

I desire the following upper division courses, taken at SFSU during my last semester and not required for my baccalaureate degree, to be given provisional post-bacc credit (See Bulletin for regulation.)

COMMENCEMENT

Students who plan to graduate in May can attend the May commencement ceremonies. You must have completed 100 semester units before you can apply for graduation or attend May commencement.

Please indicate whether you expect to graduate in May or August. Your graduation application will be evaluated for only one graduation period.

I expect to complete all degree req's in time for:

- May graduation
- August grad and I will attend May commencement. To apply for another graduation period you must complete another application, get Faculty Advisor and Dept. Chair signatures and pay \$40 fee.

CONTACT INFORMATION

Mailing Address:

123 Maple Avenue
Street
San Francisco CA 94112
City State Zip
(415) 123-4567

Day time phone

Email address to contact you about your degree status, commencement, diploma and alumni info:

Janedoe@sfsu.edu

Your diploma will be mailed to you approximately 3 months after your graduation. Please indicate the address you want your diploma to be mailed if different from the above mailing address.

Diploma Address:

(Fill out this section only if you would like for your diploma to be sent to an address different from the one above.)

Name as it appears on your SFSU record:

DOE , JANE MARIE (415) 1234565 907-00-0000
(LAST) (FIRST) (MIDDLE) PHONE # STUDENT ID#

Date of Graduation: Jan. May Aug. 2009 year

Type of degree (Circle One): BA BS BM

Major: Business Administration concentration in International Business
(including concentration when applicable)

Emphasis: _____
(only when applicable)

List the 14 Core Courses (or approved equivalent courses) and the Concentration Courses in the order as they appear in the Bulletin. DO NOT LIST PRE-REQ COURSES. If you have approved equivalent courses, LIST THEM EXACTLY as they appear on your transcript from that institution. List all courses in progress or to be completed, but leave the grade blank. Attach a DARS and/or a "pink" course substitution form if you have one.

Dept & Number	Title	Sem. Units	Grade	Institution
<u>ECON 3</u>	<u>Principles of Economics</u>	<u>3</u>	<u>A</u>	<u>CCSF</u>
<u>ACCT 1</u>	<u>Financial Accounting</u>	<u>4</u>	<u>B</u>	<u>CCSF</u>
<u>ACCT 2</u>	<u>Managerial Accounting</u>	<u>4</u>	<u>A</u>	<u>CCSF</u>
<u>ECON 5</u>	<u>Introductory Statistics</u>	<u>3</u>	<u>B+</u>	<u>CCSF</u>
<u>IBUS 330</u>	<u>Int'l Bus & Multi Rel</u>	<u>3</u>	<u>CR</u>	<u>SFSU</u>
<u>FIN 350</u>	<u>Business Finance</u>	<u>3</u>	<u>C+</u>	<u>SFSU</u>
<u>BUS 360</u>	<u>Business Communications</u>	<u>3</u>	<u>B-</u>	<u>SFSU</u>
<u>ISYS 363</u>	<u>Info Systems for Mgmt</u>	<u>3</u>	<u>C</u>	<u>SFSU</u>
<u>MGMT 405</u>	<u>Intro to Mgmt & Org Beh.</u>	<u>3</u>	<u>C-</u>	<u>SFSU</u>
<u>MGMT 407</u>	<u>Economics for Managers</u>	<u>3</u>	<u>D</u>	<u>SFSU</u>
<u>DS 412</u>	<u>Operations Management</u>	<u>3</u>	<u>B-</u>	<u>SFSU</u>
<u>MKTG 431</u>	<u>Principles of Marketing</u>	<u>3</u>	<u>B+</u>	<u>SFSU</u>
<u>BUS 682</u>	<u>Sem in the Environ of Bus</u>	<u>3</u>	<u>C</u>	<u>SFSU</u>
<u>BUS 690</u>	<u>Sem in Bus Pol & Strat Mgmt</u>	<u>3</u>	<u>FA'08</u>	<u>SFSU</u>
<u>IBUS 590</u>	<u>Int'l Environ Analysis</u>	<u>3</u>	<u>C+</u>	<u>SFSU</u>
<u>IBUS 690</u>	<u>Global Strategic Mgmt.</u>	<u>3</u>	<u>B-</u>	<u>SFSU</u>
<u>IBUS 681</u>	<u>Sem in Comparative Mgmt</u>	<u>3</u>	<u>FA'08</u>	<u>SFSU</u>
<u>BUS 593</u>	<u>European Business</u>	<u>3</u>	<u>B</u>	<u>SFSU</u>
<u>BUS 618</u>	<u>Int'l Human Resource Mgmt</u>	<u>3</u>	<u>B</u>	<u>SFSU</u>
<u>IBUS 659</u>	<u>Intro to Int'l Bus Negotiations</u>	<u>3</u>	<u>D+</u>	<u>SFSU</u>
<u>IBUS 517</u>	<u>Legal Env of World Business</u>	<u>3</u>	<u>C+</u>	<u>SFSU</u>

Student Signature SIGN HERE

Hold for final review by department for any additional requirements? yes no

If yes, student will not be eligible for award of degree until department has approved these additional requirements and contacted Registrar's. Upon satisfactory completion of the above major program (as well as the general graduation requirements per Title 5 of the California State Administrative Code and the office University Bulletin). I certify the above identified student is eligible for award of the Major as listed above.

Signature Faculty Advisor OBTAIN FACULTY ADVISOR SIGNATURE (READ BELOW) Date _____

Obtain the signature of a faculty advisor within your concentration. Office hours are posted outside of BUS 112 or online at <http://cob.sfsu.edu/cob/directory/>.

Signature Department Chair DO NOT GET DEPT CHAIR'S SIG. TURN INTO DEPT OFFICE (READ BELOW) Date _____

*** You do not need to get the department chair's signature. After you have obtained a faculty advisor's signature and paid for your graduation application at the Bursar's, please turn in your application to:

ACCT, FIN, IBUS MKTG – SCI 300

DS, IS, MGMT – BUS 310

PLEASE MAKE A COPY OF YOUR APPLICATION FOR YOUR OWN RECORDS!!

Please note: The College of Business graduation requirements for a BS in Business Administration includes:

- Minimum of 2.0 GPA All College & SFSU
- Minimum of 2.0 GPA for the 14 CoB Core Courses + Concentration Courses together
- Minimum of 2.0 GPA for the Concentration Courses alone.

You can refer to the CoB GPA calculator for assistance in determining your major GPA at:

http://cob.sfsu.edu/COB/portal_student/ssc/progress_reviews.cfm