

Hutchins School of Liberal Studies
SONOMA STATE UNIVERSITY
Graduation Application Instruction Sheet

- 1) Get a copy of the Graduation Application in the forms rack in the Hutchins main office and fill out all of the personal information on the Graduation Application Form.
- 2) Write in all of the courses you **ARE TAKING** or **WILL BE TAKING** before graduation. **DO NOT WRITE IN ANY PREVIOUSLY COMPLETED COURSES**. Be sure to include all the information required on the form – department, course number, title, etc.) The “PGC” column only affects Blended students. You should write in all current and future courses that will be giving you any credits toward the major, a minor, a concentration, general education, or your required 120 total units.
- 3) Go to your online to your SSU account and access your Academic Requirements Report (ARR). Admissions and Records will use your ARR, your completed Graduation Application, and any attached Major/Minor Course Substitution Forms (explained below) to determine if you have completed all of the graduation requirements.

In your ARR, check for:

- a) **120 Units.** Check to make sure that you will have completed 120 total units by graduation (under “General Requirements for Completing Baccalaureate Degrees”). The current total includes all the courses you are registered for plus all courses you have completed. You must take enough **future** classes to bring the total up to 120. Let your advisor know if you are repeating any courses.
 - b) **WEPT.** Make sure you have completed, or will complete the WEPT by the time you graduate. This is a CSU requirement. You CANNOT graduate without passing the WEPT.
 - c) **Unsatisfied Requirements.** Look for any red squares. These indicate unsatisfied requirements. Note that Track I students must complete 9 units of upper division GE. Track II and Blended students receive a waiver of upper division GE **IF** they complete the requirements on the back side of the Track II or Track III Hutchins Major Forms. Track I students should note that Core D counts for Upper Division GE Area E.
 - d) **Substitute Courses.** If you have any course substitutions (ex: study abroad, independent study counting in lieu of a course, JC course filling in a requirement, etc.), you **MUST fill out a Major/Minor Course Substitution Form with your advisor** to inform Admissions and Records of these substitutions. Admissions and Records will assume that you did NOT complete requirements UNLESS you turn in a MMCSF for all substituted courses. IF YOU ARE TRANSFERRING IN UNITS to substitute for a course, wait until AFTER the transcripts have been processed by SSU before completing the MMCSF.
- 4) Meet with an advisor. Bring your completed Graduation Application. SIGN and date the form after you and your advisor have completed the Graduation Application and any necessary substitution forms. DO NOT write down a concentration.
 - 5) After meeting with your advisor and having your Graduation Application signed, put your Graduation Application and in the Director’s mailbox for review and final approval.

Hutchins Graduation Procedures

Filing for a Bachelor's Degree

Graduation Applications must be received in the Office of Admissions and Records

If any filing date or deadline falls on a weekend or holiday applications will be accepted without penalty through the following regular workday.

Note: Acceptance of applications turned in after the Final Deadline will be considered on a case-by-case basis, but there will be NO GUARANTEE that the student will be considered for graduation.

Important Information for Degree Candidates:

Students applying for a Bachelor's degree must submit the following forms to Admissions & Records:

- Graduation Application, signed by the advisor and Department Chair.
- Request for Substitution of Major/Minor Course Requirements – if necessary

Important additional notes:

1. All requirements, including the Written English Proficiency Requirement (WEPT), must be met by the graduation date. It is the student's responsibility to see that any necessary official transcripts, grade changes, test scores, petitions or waivers are received in the Office of Admissions and Records. Changes to a student's permanent record will not be accepted after the degree has been posted.
2. December graduates, along with May and August candidates, may participate in May Commencement exercises.
3. Diplomas will be mailed within two to three months of graduation. Diploma address changes should be made online through your PeopleSoft account.
4. The University prepares a list of Graduation Candidates which is made available to newspapers, organizations, and governmental agencies upon request. The same list is used in preparation of the Commencement Program. Candidates are identified by name, major, degree type, and date of graduation. If you do not wish your name to be included, please note this on the Graduation Application form.
5. The University prepares a tentative honors list for designating potential honors (Cum Laude, Magna Cum Laude, and Summa Cum Laude) in April of each year for all undergraduate graduation applicants who have both a minimum cumulative GPA of 3.50 and a minimum SSU residence GPA of 3.50, and who have completed 40 letter-graded units in residence at SSU at the time the list is prepared. This list will be used to publish the honors designations in the Commencement Brochure. (Note: 45 letter-graded units in residence at SSU are required to receive honors at graduation/degree awarding.)

6. Students wishing to continue taking classes after receiving a Bachelor's Degree must apply for admission as a postbaccalaureate student.
7. Be aware that your seawolf.sonoma.edu e-mail address may be used to notify you of information or requirements related to your graduation. Please check your seawolf.sonoma.edu e-mail regularly.
8. Please check the SSU website periodically during spring semester for updated information related to Commencement day.

GRADUATION APPLICATION:

Write your name **clearly** as you wish it to appear on your diploma

Student ID number

Current Address and Telephone	
Local Street Address:	
City/State/Zip:	
E-mail:	

Diploma Contact Information (This address will be used following your graduation date.)	
Diploma Street Address:	
City/State/Zip:	
Phone number: ()	

I plan on graduating at the end of (indicate one):

Year: _____ Term: ☒ Spring ☐ Summer ☐ Fall

My degree will be a: ☐ BA ☐ BFA ☐ BS

Include my name on lists released to the media: yes no

Include my name in the Commencement Program: yes no

If you would like to request Provisional Graduate Credit for course(s) taken in your final semester, put a checkmark in the PGC* column. Courses used toward your Bachelor's Degree are not eligible.

In the boxes below please write courses in-progress, incomplete courses you are finishing, and courses you will take in the future to meet degree, GE, and major/minor requirements. **Do not list courses already completed.**

[illegible]

We have reviewed the online Academic Requirements Report (ARR) and have attached relevant *Major/Minor Course Substitution* forms to account for major/minor requirement discrepancies found therein:

Major:

Advisor's signature:

(Concentration):

Chairperson's signature:

2nd Major:

Advisor's signature:

(Concentration):

Chairperson's signature:

Minor:

Advisor's signature:

[Note: If you have additional majors/minors please contact A&R.]

Chairperson's signature:

I have reviewed my ARR and planned coursework with my major department:

Student's Signature:

Date:

Data entered (Records use only): _____



MAJOR/MINOR COURSE SUBSTITUTION (ARR Correction form)

This form is used to request individual course substitutions to Major or Minor course requirements stated in the SSU catalog. An approved course substitution will be reflected in the Academics Requirements Report (ARR), and the requirement will show as completed. Pre-requisites will not be satisfied by the substitution, and permission numbers may need to be used to waive them for enrollment. This should be reviewed, approved and signed by the advisor prior to Department Chair approval.

Student Name		Student ID	
Telephone		Major	
SSU Email		Minor	
		Concentration/ Track	

Must Be Filled Out By Student

☐ Major or ☐ Minor Requirement

Substitute (subject) _____ Course # _____

For req'd course: (subject) _____ Course # _____

☐ Taken ☐ Currently Taking or ☐ Planning to Take

At (college) _____

Grade Received _____

Must Be Filled Out By Student

☐ Major or ☐ Minor Requirement

Substitute (subject) _____ Course # _____

For req'd course: (subject) _____ Course # _____

☐ Taken ☐ Currently Taking or ☐ Planning to Take

At (college) _____

Grade Received _____

Must Be Filled Out By Student

☐ Major or ☐ Minor Requirement

Substitute (subject) _____ Course # _____

For req'd course: (subject) _____ Course # _____

☐ Taken ☐ Currently Taking or ☐ Planning to Take

At (college) _____

Grade Received _____

I. ADVISOR APPROVAL

Name (print) _____

Name (sign) _____ Date _____

Must Be Filled Out By Advisor

Approved ☐ Yes ☐ No

MUST enter requirement #* RQ### _____

Explanation (optional) Waive grade requirement? ☐ Yes ☐ No ☐ N/A

Substitution not yet completed, minimum grade acceptable _____

Must Be Filled Out By Advisor

Approved ☐ Yes ☐ No

MUST enter requirement #* RQ### _____

Explanation (optional) Waive grade requirement? ☐ Yes ☐ No ☐ N/A

Substitution not yet completed, minimum grade acceptable _____

Must Be Filled Out By Advisor

Approved ☐ Yes ☐ No

MUST enter requirement #* RQ### _____

Explanation (optional) Waive grade requirement? ☐ Yes ☐ No ☐ N/A

Substitution not yet completed, minimum grade acceptable _____

2. DEPARTMENT CHAIR APPROVAL

Name (print) _____

Name (sign) _____ Date _____

*Requirement # can be found on the ARR, listed after the requirement that you are fulfilling with this substitution. It is the responsibility of the final signer to send the approved original to Admissions & Records or to notify the student of a denied request