



Graduate Admissions and Program Evaluations Requirements for Award of Master's Degree

Application for Award of Degree

Before you apply for your award of Master's Degree, you must have a Candidacy form completed and approved by Graduate Admissions and Program Evaluations (GAPE), according to the deadline dates.

File your Application for Award of Master's Degree at the GAPE office in the Student Services Center, according to the scheduled deadline dates.

Deadline Dates

Deadline dates are updated and posted on the GAPE website each semester (www.sjsu.edu/gape/current_students/deadlines/)

Graduation Fee and Processing

There is no charge for submitting the Application for Award of Master's Degree. However, if you do not complete requirements for the degree in the semester in which you apply, it will be necessary for you to complete a Reactivation Form and pay a fee of \$10.00 for each subsequent processing and reevaluation of your graduation requirements. Reactivation forms must be filed by the appropriate deadline.

The Award of Master's Degree can be faxed to GAPE at (408) 924-2477 or emailed to the GAPE evaluator appropriate to your discipline ([see www.sjsu.edu/gape/staff/index.htm](http://www.sjsu.edu/gape/staff/index.htm) for a list of evaluators).

Commencement

Commencement exercises are held during the last week of each spring semester (the Saturday morning of Memorial Day weekend).

Thesis _____ **To Do**

Binding _____

Transferred Graduate Credit _____

Comprehensive _____

Final GPA _____

Total Graduate Units _____