

SAN JOSÉ STATE UNIVERSITY

# Steps to Graduation

GRADUATE STUDENTS



SJSU

CREDIT & ADMISSIONS AND  
PROGRAM EVALUATIONS

# You're part of the Spartan family

## Welcome to San José State University and our community of Spartans!

As a student, you're now part of the Spartan family! This publication is designed to make sure your graduate experience here at SJSU is a successful one and to keep you on track to graduate in a timely manner.

As you make your way through your academic journey, this publication will serve as a guide to help you along through graduation. By reading this publication thoroughly, you will be informed of the academic requirements you need to fulfill each term. This includes additional steps you should take outside the classroom to enhance your educational experience and prepare for your career. You will also learn of resources on campus that can help you navigate through your graduate program.

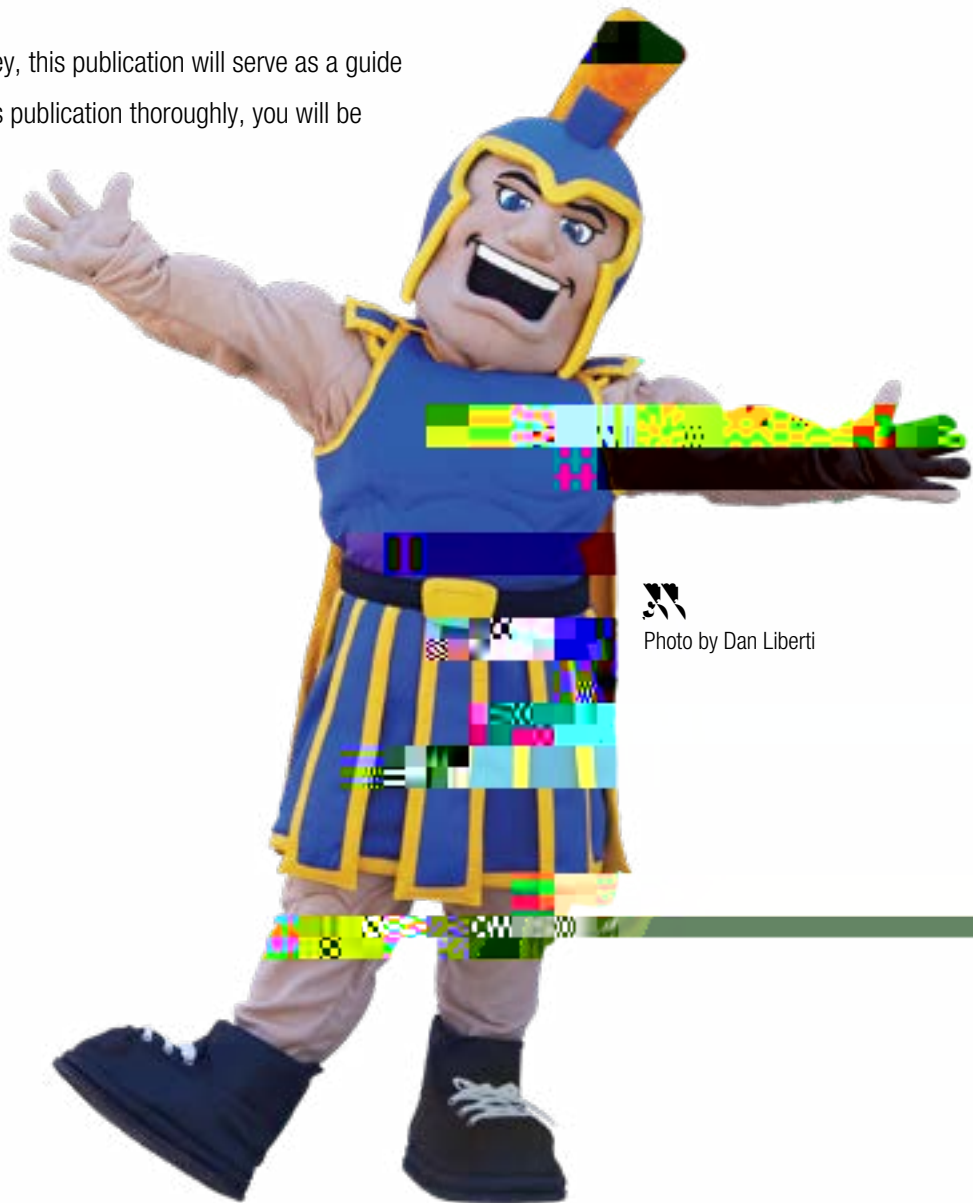


Photo by Dan Liberti

# Academic Planning

## My First Steps

- KEEP YOUR ADMISSION LETTER**  
This is particularly important for conditionally admitted students, as the letter specifies the conditions you must complete during your first year of study.
- PROVISIONAL ADMISSION**  
For those who were provisionally admitted, make sure to submit any outstanding admission documents to the Office of Graduate Admissions and Program Evaluations (GAPE) by the deadline listed on your MySJSU account. Failure to do so may result in a delay in your financial aid and/or disenrollment from the university.
- GRADUATE ADVISOR**  
If you have not already received communication from your department, connect with your graduate advisor to determine your course requirements for each term.
- ENROLL/REGISTER FOR CLASSES**  
Enroll/register for classes through your MySJSU account. Questions about registration can be directed to the Registrar's office at registrar@sjsu.edu
- GRADUATION WRITING ASSESSMENT REQUIREMENT (GWAR)**  
Complete the Graduation Writing Assessment Requirement (GWAR). The GWAR must be completed before a student can be advanced to graduate candidacy. This requirement can be met in several ways. For more information, visit [sjsu.edu/gape/graduate-student-guide/advancement-to-candidacy](http://sjsu.edu/gape/graduate-student-guide/advancement-to-candidacy).

## Every Semester

- CHECK THE ACADEMIC CALENDAR FOR ENROLLMENT APPOINTMENTS AND FINAL EXAMS SCHEDULES**
- SIGN IN TO YOUR SJSU ONLINE ACCOUNTS:**
  - See your enrollment appointment
  - View any registration holds
  - Register for courses
  - Pay fees (or ensure that Financial Aid will cover fees)
  - Review your records for accuracy

## Tips for Success

- Apply for department and SJSU scholarships.
- Connect with the Office of the Registrar for questions about your enrollment and residency status.
- Visit the Writing Center for additional resources to help with your writing skills such as tutoring and workshops.
- Take advantage of Career Center resources for resume building, interview tips, and job fairs.
- Apply for financial aid (applications available on October 1).
- Check your MySJSU account, frequently, to view enrollment appointments, enroll for courses, view registration holds, check messages, and pay fees.
- Pay tuition through your MySJSU account. For questions, contact the Bursar's Office.
- Get involved in student organizations. Some departments have dedicated student organizations for graduate students such as the Biology Graduate Student Association.
- Explore events taking place on campus, including those hosted by the College of Graduate Studies.

## International Students

- Connect with the International Student and Scholar Services Office for questions about visa requirements, internships (CPTs), work limitations, on-campus housing, International House opportunities, and student clubs.
- If you are studying on an F-1 or J-1 visa, check in with an international advisor in the International Student and



# Academic planning

## My Next Steps

- MAJOR AND DEGREE GRADUATION WORKSHOP**  
Attend a GAPE graduation workshop to ensure you are on track to graduate (offered in the spring and fall semesters).
- REVIEW SPECIFIC POLICIES**  
For example, there are strict rules surrounding the option to transfer prior graduate coursework into a current graduate program. To review the rules for eligibility, visit the Academic Planning section of our Graduate Student Guide.
- AVOID ACADEMIC PROBATION**  
Graduate students must maintain at least a 3.0 GPA each semester to stay in good academic standing and avoid academic probation. Probation for two consecutive semesters will result in academic disqualification from SJSU.
- DEPARTMENT ADVISOR**  
Connect with your graduate advisor and plan to submit a department pre-approved Advancement to Candidacy Petition to the GAPE office. This petition needs to be pre-approved by your graduate advisor and then submitted to the GAPE office for an official evaluation.
- MENTOR**

## Tips for Success

- Remember you must reapply for Financial Aid (in October) every academic year.
- Visit the [Writing Center](#) for additional help with your writing skills. They offer tutoring and workshops for graduate students, too.
- Use [Career Center](#) resources for resume building, interview tips, and job fairs.
- Investigate paid and unpaid internships in your discipline if they are part of your degree program.
- Explore events taking place on campus, including those hosted by the [College of Graduate Studies](#).

## International Students

- If you are studying on an F-1 or J-1 visa, check in with an international advisor in the [International Student and Scholar Services](#) office to ensure you are meeting your visa regulations each term.
- Work with your department and the [International Student and Scholar Services](#) office for CPT (internships for international students) options and requirements.
- Keep a copy of your approved candidacy petition for your reference and for CPT and OPT (internships for international students) requirements.



# Academic planning

## My Final Steps

- MASTER'S AND DOCTORAL DEGREE GRADUATION WORKSHOP**  
Attend an online graduation workshop to ensure you are on track to graduate (offered in the spring and fall semesters).

- 

---



---



---



---



---



---



---



---

## Tips for Success

- Check thesis and dissertation deadlines
- Take advantage of Career Center resources for resume building, interview tips, and job fairs.
- Investigate paid and unpaid internships in your discipline if they are part of your degree program.
- Join SJSU's [Alumni Association](#) and LinkedIn group.
- Complete your program within seven years (master's students), or five years (doctoral students) to avoid expiration of courses from your program.
- Check the National Student Loan Data System (NSLDS) to determine loans you have borrowed and to complete appropriate exit interviews.
- Find out about the university [commencement ceremony](#).
- Check-in with your program office to find out if they offer a separate department ceremony.

## International Students

- Work with your department and International Student and Scholar Services for OPT options and requirements.



# Additional Resources (continued)

## College of Graduate Studies

The College of Graduate Studies strives to ensure the development of quality graduate and credential programs and the creation and implementation of the policies and procedures by which the university is governed. In addition, the College of Graduate Studies provides student success support and guidance for thesis and dissertation submission and reviews.

## Office of Research

The Office of Research supports the development of individual and collaborative research efforts. The office offers training resources on the responsible conduct of research for students and faculty and guidance on policies for conducting research involving human subjects or animals. The Office of Research also hosts the annual SJSU Student Research Competition. Finalists are invited to present at the CSU Student Research Competition.

## Martin Luther King, Jr. Library

The Dr. Martin Luther King Jr. library offers a number of academic support services for graduate students including research support. Students can contact librarians who are subject specialists as well as access many materials from off campus. The library offers a step-by-step guide to begin research on every subject taught at SJSU as well as a guide for online graduate students.

## SJSU Writing Center

The Writing Center offers resources to help students become better writers, from one-on-one tutoring sessions to various writing workshops. In addition, the Center offers online resources, informational classroom visits and “homegrown handouts” created by writing experts to help students of all levels and from all disciplines.

## Advising Resources

### Major/Department Advising

For questions or issues specific to your academic program, contact your graduate department advisor(s).

### International Student and Scholar Services (ISSS)

The International Student and Scholarship Services office provides quality support and advising services for international students and scholars on matters of immigration.

### When to Contact the GAPE Office

The Office of Graduate Admissions & Program Evaluations (GAPE) is available to answer questions about your student status, advancement to candidacy and graduation application. Program evaluators can provide details about university graduate processes and policy. If you experience a roadblock to your progress and need instruction or confirmation about what to do next, contacting the GAPE office is a great place to start.

## Graduate Admissions and Program Evaluations

### Graduate Admissions and Program Evaluations

Student Services Center, Window G  
graduate@sjsu.edu

## Student Services Support

### Accessible Education Center

The Accessible Education Center provides accommodations and services for students with disabilities in the classroom and through cm0 0 oadblo. Thvides fo  
Tj0 -7ion Centermotlitterfng sestiodll lopancembynter prtactent a guTd(irs oktactcj0

### Access & Education Center

[sjsu.edu/aec](http://sjsu.edu/aec)  
[aec-info@sjsu.edu](mailto:aec-info@sjsu.edu)  
408-924-6000

### Bursar's Office

(Fees and Tuition)  
[sjsu.edu/bursar](http://sjsu.edu/bursar)  
[bursar@sjsu.edu](mailto:bursar@sjsu.edu)  
408-924-1601

### Career Center

[sjsu.edu/careercenter](http://sjsu.edu/careercenter)  
[careerhelp@sjsu.edu](mailto:careerhelp@sjsu.edu)  
408-924-6031

### College Graduate Studies

[sjsu.edu/cgs](http://sjsu.edu/cgs)  
[graduate-studies@sjsu.edu](mailto:graduate-studies@sjsu.edu)  
408-924-2427

### Counseling & Psychological Services

[sjsu.edu/counseling](http://sjsu.edu/counseling)  
[counseling.services@sjsu.edu](mailto:counseling.services@sjsu.edu)  
408-924-5910

### Financial Aid & Scholarships Office

[sjsu.edu/faso](http://sjsu.edu/faso)  
[fao@sjsu.edu](mailto:fao@sjsu.edu)  
408-283-7500

### Genetic Education Center

[sjsu.edu/genec](http://sjsu.edu/genec)  
[genec@sjsu.edu](mailto:genec@sjsu.edu)  
408-924-6500

### Graduate Assistants & Professional Employees

[sjsu.edu/gape](http://sjsu.edu/gape)  
[graduate@sjsu.edu](mailto:graduate@sjsu.edu)  
408-924-7500

### Office of Undergraduate Education

[sjsu.edu/UE](http://sjsu.edu/UE)  
408-924-2447

### Housing

(University Housing Services)  
[sjsu.edu/housing](http://sjsu.edu/housing)  
[uhs-frontdesk@sjsu.edu](mailto:uhs-frontdesk@sjsu.edu)  
408-795-5600

### International House

(I-House)  
[sjsu.edu/ihouse](http://sjsu.edu/ihouse)  
[ihouse@sjsu.edu](mailto:ihouse@sjsu.edu)  
408-924-6570

### International Student Development Services

[sjsu.edu/iss](http://sjsu.edu/iss)  
[international-office@sjsu.edu](mailto:international-office@sjsu.edu)  
408-924-5920

### Major

[catalog.sjsu.edu](http://catalog.sjsu.edu)

### Marjorie K. Johnston Library

[library.sjsu.edu](http://library.sjsu.edu)  
408-808-2000

### Marjorie K. Johnston Veterans Affairs Office

[sjsu.edu/veterans](http://sjsu.edu/veterans)  
[veterans@sjsu.edu](mailto:veterans@sjsu.edu)  
408-924-8129

### Mosaic Cross-Cultural Center

[sjsu.edu/mosaic](http://sjsu.edu/mosaic)  
[mosaic@sjsu.edu](mailto:mosaic@sjsu.edu)  
408-924-6255

### Office of Diversity, Equity & Inclusion

[sjsu.edu/diversity/office](http://sjsu.edu/diversity/office)  
408-924-8168

### Office of Registrar Services

(Registration and Transcripts)  
[sjsu.edu/registrar](http://sjsu.edu/registrar)  
[registrar@sjsu.edu](mailto:registrar@sjsu.edu)  
408-283-7500

### Office of Research & Development

[sjsu.edu/research](http://sjsu.edu/research)  
408-924-2272

### Ombuds Office

(Grievance/Grade Disputes)  
[sjsu.edu/ombudsperson](http://sjsu.edu/ombudsperson)  
[ombuds@sjsu.edu](mailto:ombuds@sjsu.edu)  
408-924-5995

### Police

(University Police Department)  
[sjsu.edu/police](http://sjsu.edu/police)  
408-924-2222 (non-emergency)  
911 (emergency)

### PRIDE Center

[sjsu.edu/pride](http://sjsu.edu/pride)  
[sjsupride@gmail.com](mailto:sjsupride@gmail.com)

### Student Cares

[sjsu.edu/sjsucares/about/contact-us](http://sjsu.edu/sjsucares/about/contact-us)  
[sjsucares@sjsu.edu](mailto:sjsucares@sjsu.edu)

### Student Health Center

[sjsu.edu/studenthealth](http://sjsu.edu/studenthealth)  
408-924-6122

### Student Involvement

[sjsu.edu/getinvolved](http://sjsu.edu/getinvolved)  
[getinvolved@sjsu.edu](mailto:getinvolved@sjsu.edu)  
408-924-5950

### Testing Office

[testing.sjsu.edu](http://testing.sjsu.edu)  
[testing-office@sjsu.edu](mailto:testing-office@sjsu.edu)  
408-924-5980

### Transportation Solutions

[sjsu.edu/as/departments/transportation-solutions](http://sjsu.edu/as/departments/transportation-solutions)  
[transportation@sjsu.edu](mailto:transportation@sjsu.edu)  
408-924-7433

### Undergraduate Fees

(Bursar's Office)  
[sjsu.edu/bursar](http://sjsu.edu/bursar)  
[bursar@sjsu.edu](mailto:bursar@sjsu.edu)  
408-924-1601

### Writing Center