



**MASTER'S DEGREE GRADUATION APPLICATION**

Office of Admissions and Records  
Office: (707) 664-2278 Fax: (707) 664-2060  
1801 East Cotati Avenue  
Rohnert Park, CA 94928

**MASTER'S DEGREE GRADUATION APPLICATION**

Completion Term: \_\_\_\_\_  
Month Year

Name: \_\_\_\_\_ SSU ID: \_\_\_\_\_  
**Print your name as you wish it to appear on your Diploma**

Student Signature \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone No: ( ) \_\_\_\_\_

Diploma mailing address, if different from above (please print):

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Include my name on lists released to the media**  Yes  No

**Include my name in the Commencement Program**  Yes  No

Type of Degree: MA MS MBA MPA (circle one)

Major: \_\_\_\_\_ **Authorized** Concentration: \_\_\_\_\_

Minimum requirements that will be checked:

- Minimum of 30 semester units met (some majors require more)
- Minimum of 21 units in residence at SSU
- Minimum of 15 units at 500 level graduate work
- Maximum of 9 units of Transfer, Correspondence, Extension, etc.
- Minimum 3.00 GPA on the Completion of Requirements Form
- Clearance of Thesis, if required by graduate study plan
- All courses on Completion of Requirements form are met within 7 year limit
- No more than one-third of the units can be in non-traditional grading mode

Note: Your diploma will be mailed 2-3 months after the degree date if all requirements are met and approved. "Completion of Requirements Form(GS02)" is submitted to Admissions and Records. The approval requires the signature of your Department and the Graduate Dean.

**Office use only:**

Date degree awarded \_\_\_\_\_ Evaluator \_\_\_\_\_