How to apply for SPRING 2018 Graduation for Biology Majors

SEE COMPLETE DIRECTIONS ON THE GRADUATION CHECKLIST WEB PAGE:
http://biology.sfsu.edu/content/biology-undergraduate-graduation-checklists
and the Graduation Approval web page:
http://biology.sfsu.edu/content/obtaining-approval-your-graduation-application

Please meet with an advisor at the Undergraduate Advising Center ADM 211 or COSE Student Success Center (SCI 381) to confirm GE/University graduation requirements have been completed.

All Biology Major graduation applicants for SPRING 2018 MUST complete an ONLINE SURVEY before the Department will approve the graduation application.

• This requirement does not apply to Minor in Biology degree candidates.
• Make sure that you bring all the required paperwork indicated in the Advising Checklist for your meeting with your Advisor.

NOTE: The University requires graduation applicants to complete an online exit survey in order to access the graduation application. This is a SEPARATE survey from the Department of Biology Major Survey. Expect to complete TWO surveys: one for the University, and a second for the Department of Biology.

Step One: Access to Online Survey
Complete the SPRING 2018 Graduating Biology Major Survey (link is on the above web pages)

*****NOT YET AVAILABLE*****

NOTE: SF State has a Senior Exit Survey all graduation applicants must complete for approval of their graduation application by the University http://registrar.sfsu.edu/content/applying-graduation#Deadline

Step Two: Fill out your Major Specific Graduation Checklist
Download the Graduation Checklist for YOUR major from the web page above or pick up the checklist from the Department of Biology (Hensill Hall 534). Make sure the checklist is correct for your bulletin year. If you are following requirements for your major from a previous bulletin, please come by the Biology Department Office (HH 534) to obtain a copy of the major requirements from the bulletin year that you are following.

When you fill out the Graduation Checklist:
• FILL OUT THE CHECKLIST BEFORE YOU FILL OUT YOUR GRADUATION APPLICATION.
• Make sure you check off each course completed and list the correct number of units.
• If you are using a transfer course, check off that you have the approved Department Equivalency Form on your Checklist. A Biology Department-approved Equivalency form must be attached to your application for any/all non-SF State classes used in your major and taken at another institution.
• All upper division electives should be listed in the table available at the end of the Checklist. All elective courses should be listed on the approved Department Substitution Form on your Checklist.
Use a Department Substitution form or memo (from an advisor) identifying classes used to meet Lower Division or Upper Division electives required that are not listed in your major concentration.

Step Three: Fill out the Graduation Application
Download the online Baccalaureate Degree Application for Graduation from the web page above.
Make sure you list the courses in the same order they appear on the Graduation Checklist.
If the course is a transfer course, make sure you write the course name and number from the transfer campus.
Make sure you are following the requirements for your major for the correct Bulletin year.
Attach all approved Equivalency forms to your application for all non-SF State classes used in your Major and taken at another institution, if required.
Attach all approved Substitution forms identifying classes used to meet Lower or Upper Division electives required that are not listed in your major concentration – this is required.

Deadline to Biology Department: FRIDAY 2/9/2018, 4pm
Deadline to University Registrar: FRIDAY 2/16/2018, 5pm
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Step Four: Meet with your Advisor for approval of your Graduation Application
Briefly, bring to your meeting:
• your Department of Biology Graduation Checklist filled out prior to meeting with the advisor
• your Graduation Application, with the majors course work listed in the same order the classes appear in the Biology Major descriptions listed in the Graduation Checklist
• your unofficial SF State transcripts and transcripts from transfer campus (if using transfer units for major)
• your Degree Progress Report
• print out of your current course enrollment if the courses are not listed on your SF State transcript
• approved Department of Biology Equivalency and Substitution forms for necessary course work

Step Five: Submit your Graduation Application (and additional forms) to the Department of Biology for approval
The deadline for submitting your Graduation Application to the Biology Department to meet the SPRING 2018 semester graduation deadline is Friday, FEBRUARY 9, 2018, 4pm.
This application must be approved by your Major Advisor BEFORE you submit it to the Department Office.
Turn in:
- Graduation Checklist filled out completely
- Graduation application filled out and signed by student and advisor
- Unofficial SF State transcript
- Print out of CURRENT COURSE ENROLLMENT if courses not listed on transcript
- Equivalency and Substitution forms approved by Department
You must complete the Online Survey BEFORE you submit your application to the Department Office (see Step One above).
Applications submitted after this deadline may not be approved in time to meet the University deadline (Friday, FEBRUARY 16, 2018, 5pm).

After your application has been reviewed and signed by your Major Advisor, please bring your application to our Biology Department Office and leave the application for the Chair to review. You do not need to meet with the Chair of the Department.
Typically, it is best to allow one week for review of your application before picking it up from the Biology Department Office.

Step Six: Pay the graduation application fee and submit your Graduation Application to the University (One Stop Center)
The deadline for submitting your Graduation Application to the University to meet the SPRING 2018 semester graduation deadline is FRIDAY, FEBRUARY 16.
After your application has been approved by the Department, you may pick up the application and pay the graduation application fee at the Bursar's Office in the Administration Building.
NOTE: It would be best to have your application approved BEFORE you pay the fee. However, if you are submitting your graduation application for approval close to this deadline (FEB 16), you should PAY for the graduation application BEFORE you submit the application to the Department Office (after your Advisor has approved the application).
After you pay the fee, you may submit your graduation application (and the accompanying forms) to the One Stop Student Services Center.