

## Philosophy Department Graduation Checklist

After you have completed 85 Units, be sure to do the following:

1. Be sure that you have declared Philosophy as your major.
2. Go to the Academic Advising Center in LSN 1012 to be absolutely sure that your General Education requirements are met and that you have met the minimum requirements for upper-division course work. Do not rely on department faculty for this information.
3. Be sure you understand your catalog rights. Discuss your options with an advisor at the Academic Advising Center after reading about them [here](#). Your Faculty Advisor can help you determine which of the available years makes most sense for you with respect to the major, but it is up to you accurately to determine in consultation with the Advising Center which years are actually available to you.
4. Meet with your departmental academic advisor to see if you are meeting the requirements for your major in the appropriate catalog year.
5. Prepare and submit your online graduation application, available as a dropdown option in your student center. For instructions, go [here](#).
  - For Spring graduation, applications must be completed and approved by the prior Oct 1st graduation; for Fall graduation applications must be completed and approved by the prior Feb 1st. Late applications entail surcharges.... So don't be late!
  - Your advisor will be notified when your application is awaiting review and approval. Check your status frequently, in case your advisor has left comments.
  - Note: Any courses (transfer or otherwise) which are proposed to be used to complete major/minor requirements MUST have been approved by your advisor and the department chair. This approval requires the completion and approval of a Major/Minor Substitution Form (available in OnBase).
7. Clear any holds on your records (e.g., holds due to library fines, parking, registration).

The Semester of Graduation...

1. For all majors: Enroll in and complete Philosophy 189.
2. Check MySacState for any holds that would prevent confirmation of degree and diploma.
3. Make sure Admissions and Records has an accurate address on file to mail your diploma. The Post Office does not forward diplomas. Diplomas are mailed within two months after your final term ends.