



**BACHELOR'S DEGREE APPLICATION INSTRUCTIONS**  
FILE WITHIN ONE YEAR OF GRADUATION

- STEP I**
1. List courses on the application in the same sequence as the major/minor requirements appear in the catalog: **(SEE BELOW)**
    - A. Required Lower Division
    - B. Required Upper Division / Core
    - C. Concentrations / Area Requirements / Electives
    - D. Other Requirements
  2. **DO NOT LIST GENERAL EDUCATION COURSES** unless used as lower division requirements in your major.
  3. Leave grade (GRD) area blank for courses in progress or to be taken.
  4. Any waiver or substitution of major/minor requirements **MUST BE NOTED AND APPROVED** by the Department Chairperson in the waiver/substitution area of the application. Students are responsible for obtaining signatures.
  5. If you are filing for more than one major, concentration or minor, please **SUBMIT A SEPARATE APPLICATION FOR EACH PROGRAM** (NO additional fee required).
- STEP II** Submit your degree application(s) to your major/minor department for review and signature.
- STEP III** **SIGN YOUR NAME IN THE SPACE PROVIDED.** Your diploma will be mailed to the permanent mailing address on file with the Office of the University Registrar. You may update your address via My Sac State.
- STEP IV** **PAY GRADUATION APPLICATION FEE AT THE STUDENT FINANCIAL SERVICES CENTER** located in Lassen Hall. Make your checks payable to SACRAMENTO STATE.
- STEP V** Return the completed Bachelor's Degree Application forms to the Student Services Counter in Lassen Hall by the degree filing timeline (see below).

The Degree Evaluations Office will review your bachelor's degree application to ensure that your major, minor, General Education, Graduation and State Law requirements are appropriately met.

Your Degree Evaluation will be mailed to you. If you have questions concerning your completed Degree Evaluation, please call (916) 278-3901 to speak with a Degree Evaluator.

**Degree Filing Timelines:**

<u><b>SEMESTER OF GRADUATION</b></u>	<u><b>DEGREE APPLICATION DEADLINE</b></u>
<b>SPRING</b>	<b>May 1 (one year in advance)</b>
<b>SUMMER</b>	<b>May 1 (one year in advance)</b>
<b>FALL</b>	<b>November 1 (one year in advance)</b>

Graduation Application Fee - \$63.50  
Graduation Date Change Fee - \$28.00  
Duplicate Diploma Fee - \$20.00