

Office of the Registrar, One Washington Square, San Jose, CA 95192-0009



If you are a **Business major**, submit Service#1 Transaction Request at [Jack Holland Student Success Center](#)

If you are a **Science major**, submit the Graduation Date Change Form at [College of Science Student Success](#)

Instructions:

- 1. Type information directly into each field.
2. Meet with your major advisor for the review and approval of your request.
3. Email the signed petition directly to your graduation evaluator.
4. For additional questions about your graduation status, contact your graduation evaluator.

SJSU ID _____ Last name _____ First _____ Middle _____
Major _____ College _____
Phone# _____ E-mail Address _____

Please change my anticipated term of graduation:

From: Term _____ Year _____ To: Term _____ Year _____
Spring, Summer or Fall 4 digits Spring, Summer or Fall 4 digits

Reasons: _____

Diploma Name/ Address

If you wish to use a name other than your Primary (legal) Name on your diploma, please add your Diploma Name on MySJSU.

Your diploma will be sent to the mailing address on your MySJSU unless you have a diploma address. The University will not be held responsible for delivery errors if your mailing or diploma address is not accurate.

If you have any questions, please contact your graduation evaluator.

Student's signature _____ Date (mm/dd/yyyy) _____

Major Advisor's printed name & signature _____ Date (mm/dd/yyyy) _____