

Instructions for Filing the Undergraduate Graduation Petition

It is the student's responsibility to properly complete this form and have all appropriate sections signed off before delivering it to the Registrar's office. Please note that it is also your responsibility to see that all graduation requirements as published in the Undergraduate Bulletin are met.

You should be especially aware of the General Degree Requirements.

Completion of:

1. At least 124 semester units of credit, with at least 48 units in upper division courses;
2. Core Requirements
3. A major concentration including at least 24 upper division units, and satisfying the requirements of the department/school;
4. A minor field, if required by the department/school in which one takes a major; a minor field includes 18 or more units, at least six of which are in upper division courses and which require a grade point average of 2.0 with C- or better in those units;
5. Maintain a grade point average of 2.0 or better in the total courses at USD, and in upper division courses in the major, and a grade of C- or better in 24 upper division units in fulfillment of the requirements for the major;
6. The residency requirement (completion of the final 30 semester units at the University of San Diego);
7. Settlement of all financial obligations to the University.

Check your degree audit (DARS) at

<http://darsweb.sandiego.edu/student/servlet/SignInServlet>

Commencement ceremonies are held once a year at the end of the Spring semester for students who completed all requirements by January 31 and those completing all requirements by the end of the Spring semester. Seniors graduating in August may participate in the previous May ceremony, provided that: 1) they take their remaining courses in USD's Summer Session; and 2) they have registered (including payment) in USD's Summer Session for their remaining courses by May 1, and have given to the Registrar's Office written evidence of such completed registration. August graduates who wish to take courses elsewhere (after procuring the appropriate waivers) may do so, **but they may not participate in the May ceremony.** (Note: Summer courses taken in USD's own program in Guadalajara meet the requirements for courses taken at USD.)

August graduates who wish to participate in the May Commencement should register in the Spring semester previous to the May ceremony for any needed courses that are not being offered at USD in the Summer Session immediately following Commencement. To facilitate the process of looking at the Spring and Summer courses together, **a list of courses, dates and times of USD Summer Session offerings** is made available in the Fall semester at the same time as the Spring semester class schedule. Unavailability of a needed course in USD's Summer Session will not be grounds for an exception to the

policy about Commencement participation; all information is made available to students the previous Fall to anticipate and avoid any such problems.

Questions pertaining to major course requirements or major prerequisites listed on this form and the attached letter should be directed to your faculty advisor or major department chair. Any other questions relative to requirements should be directed to the Registrar's office.

Instructions for completing form:

1. Print Graduation Petition <http://www.sandiego.edu/registrar/forms.php>
2. Complete Graduation Petition; print legibly; then sign the form.
3. Take the petition to the Department Chair of your Major – if you have declared more than one major, you will need to have each major's Department Chair sign the form.
4. For students completing coursework in August, please read and complete box at bottom of form.
5. Make a copy of the signed form for your records prior to submitting the Graduation Petition to the Registrar's office, Founders Hall 113.

An e-mail from the Registrar's Office will be sent to your USD e-mail address notifying you of your graduation status.