

**CoB Undergraduate Graduation Application Procedures
(Sample Graduation Application)**

Pick up an application from the One-Stop Student Services Center in SSB during the first week of your final semester (or summer session) or access it online at: <http://www.sfsu.edu/~admisrec/gradapp/ga.htm>.

SFSU ID: 907-00-0000

DOE _____, JANE _____, MARIE _____ Date of Grad: Jan May Aug ____ year

Have you already completed 100 semester units? Yes No When _____

Degree Objective (circle one): BA BS BM

Primary Major: Hospitality Mgmt (Hotel Mgmt)

Secondary Major: _____ include concentration _____

Third Major: _____ include concentration _____

Primary Minor: _____

Secondary Minor: _____

Type/Print name as you wish it to appear on diploma:

Last Name DOE

First JANE Middle MARIE Suffix _____

- How did you meet your Upper Division Written English Req?
Took JEPET / during _____
Took Eng 410/411/414 during (fill in semester /year)
 - Have you submitted a petition to the Advising center (ADM 212) for an Exception, waiver of substitution to General Ed. Reqs? yes no
- If Yes, when and what was the petition regarding? _____
- If you are on the 48-unit General Education Program, you must respond to the following:

Title of Segment III Cluster: Human Sexuality

List the 9 units of upper division resident units being used to fulfill this req:

Courses: HED 320 PSY 450 HMSX 320

List all courses in progress (including major and minor courses, as well as those indicated as "INC", or those in progress at another institution (identify institution if other than SFSU):

Dept & No.	Title	Semester Units	Term	Institution
<u>HM561</u>	<u>Hotel Operations</u>	<u>3</u>	<u>FA '08</u>	<u>SFSU</u>
<u>HM590</u>	<u>Integrated Seminar in HM</u>	<u>3</u>	<u>FA '08</u>	<u>SFSU</u>

I desire the following upper division courses, taken at SFSU during my last semester and not required for my baccalaureate degree, to be given provisional post-bacc credit (See Bulletin for regulation.)

COMMENCEMENT

Students who plan to graduate in May can attend the May commencement ceremonies. You must have completed 100 semester units before you can apply for graduation or attend May commencement.
Please indicate whether you expect to graduate in May or August. Your graduation application will be evaluated for only one graduation period.

I expect to complete all degree req's in time for:
 May graduation
 August grad and I will attend May commencement.
To apply for another graduation period you must complete another application, get Faculty Advisor and Dept. Chair signatures and pay \$40 fee.

CONTACT INFORMATION

Mailing Address:
123 Maple Avenue
Street
San Francisco CA 94112
City State Zip
(415) 123-4567

Day time phone _____
Email address to contact you about your degree status, commencement, diploma and alumni info:

Janedoe@sfsu.edu

Your diploma will be mailed to you approximately 3 months after your graduation. Please indicate the address you want your diploma to be mailed if different from the above mailing address.

Diploma Address: _____

(Fill out this section only if you would like for your diploma to be sent to an address different from the one above.)

Name as it appears on your SFSU record:

DOE , JANE MARIE (415) 1234565 907-00-0000
(LAST) (FIRST) (MIDDLE) PHONE # STUDENT ID#

Date of Graduation: Jan. May Aug. ____ year

Type of degree (Circle One): BA BS BM

Major: Hospitality Mgmt (Hotel Mgmt)
(including concentration when applicable)

Emphasis: _____
(only when applicable)

List the 14 Core Courses (or approved equivalent courses) and the Concentration Courses in the order as they appear in the Bulletin. DO NOT LIST PRE-REQ COURSES. If you have approved equivalent courses, LIST THEM EXACTLY as they appear on your transcript from that institution. List all courses in progress or to be completed, but leave the grade blank. If you have a "pink" course substitution form attach a copy to your application.

<u>Dept & Number</u>	<u>Title</u>	<u>Sem. Units</u>	<u>Grade</u>	<u>Institution</u>
<u>HM 100</u>	<u>Intro to Hotel Management</u>	<u>3</u>	<u>A</u>	<u>SFSU</u>
<u>HM 101</u>	<u>Intro to Rest. & Foodservice</u>	<u>3</u>	<u>B</u>	<u>SFSU</u>
<u>HM 102</u>	<u>Intro Recreation & Resort Mgmt</u>	<u>3</u>	<u>A</u>	<u>SFSU</u>
<u>ACCT 100</u>	<u>Principles Financial Accounting</u>	<u>3</u>	<u>B+</u>	<u>SFSU</u>
<u>ACCT 101</u>	<u>Principles of Managerial Accounting</u>	<u>3</u>	<u>CR</u>	<u>SFSU</u>
<u>HM 120</u>	<u>Legal Environment of HM</u>	<u>3</u>	<u>C+</u>	<u>SFSU</u>
<u>HM 200</u>	<u>HM Internship</u>	<u>3</u>	<u>B-</u>	<u>SFSU</u>
<u>MATH 80</u>	<u>Business Statistics</u>	<u>3</u>	<u>C</u>	<u>CCSF</u>
<u>HM 352</u>	<u>Food, Production, & Service.</u>	<u>3</u>	<u>C-</u>	<u>SFSU</u>
<u>REC 340</u>	<u>Conference & Event Planning</u>	<u>3</u>	<u>B+</u>	<u>SFSU</u>
<u>FIN 350</u>	<u>Business Finance</u>	<u>3</u>	<u>B-</u>	<u>SFSU</u>
<u>HM 353</u>	<u>Foodservice Systems Mgmt</u>	<u>3</u>	<u>B+</u>	<u>SFSU</u>
<u>MGMT 405</u>	<u>Intro to Mgmt & Org Beh.</u>	<u>3</u>	<u>C</u>	<u>SFSU</u>
<u>MKTG 431</u>	<u>Principles of Marketing</u>	<u>3</u>	<u>A</u>	<u>SFSU</u>
<u>HM 560</u>	<u>HM Human Resource Mgmt</u>	<u>3</u>	<u>C+</u>	<u>SFSU</u>
<u>HM 561</u>	<u>Hotel Operations</u>	<u>3</u>	<u>FA' 08</u>	<u>SFSU</u>
<u>IBUS 681</u>	<u>Integrated Seminar in HM</u>	<u>3</u>	<u>FA'08</u>	<u>SFSU</u>
<u>HM 364</u>	<u>HM Information Systems</u>	<u>3</u>	<u>B</u>	<u>SFSU</u>
<u>HM 415</u>	<u>Hotel Management Internship</u>	<u>3</u>	<u>B</u>	<u>SFSU</u>
<u>HM 458</u>	<u>Revenue & Cost Control</u>	<u>3</u>	<u>D+</u>	<u>SFSU</u>
<u>HM 557</u>	<u>Restaurant & Catering Mgmt</u>	<u>3</u>	<u>C+</u>	<u>SFSU</u>
<u>HM 563</u>	<u>Property Mgmt Hotel Operations</u>	<u>3</u>	<u>C+</u>	<u>SFSU</u>
<u>HM 595</u>	<u>Selected Topics in Hotel Admin</u>	<u>3</u>	<u>C+</u>	<u>SFSU</u>
<u>Elective</u>	<u>Elective Course</u>	<u>3</u>	<u>C+</u>	<u>SFSU</u>

Student Signature SIGN HERE

Hold for final review by department for any additional requirements? yes no

If yes, student will not be eligible for award of degree until department has approved these additional requirements and contacted Registrar's. Upon satisfactory completion of the above major program (as well as the general graduation requirements per Title 5 of the California State Administrative Code and the office University Bulletin). I certify the above identified student is eligible for award of the Major as listed above.

Signature Faculty Advisor OBTAIN FACULTY ADVISOR SIGNATURE (READ BELOW) Date _____

Obtain the signature of a faculty advisor within your concentration. Office hours are posted outside of BUS 112 or online at <http://cob.sfsu.edu/cob/directory/>.

Signature Department Chair OBTAIN DEPT CHAIR'S SIG. TURN INTO DEPT OFFICE (READ BELOW) Date _____

After you have obtained a faculty advisor's signature and paid for your graduation application at the Bursar's Office (One Stop Student Services Center in SSB) proceed to Dr. Janet Sim's office hours for the dept. chair signature if she is unavailable please see Charlene in BUS 306. Dept Chair office hours are posted outside of BUS 112 or online at <http://cob.sfsu.edu/cob/directory/>.

PLEASE MAKE A COPY OF YOUR APPLICATION FOR YOUR OWN RECORDS!

Please note: The College of Business graduation requirements for a BS in Hospitality Management includes:

- Minimum of 2.0 All College & SFSU GPA
- Minimum of 2.0 for the 14 CoB Core Courses + Concentration Courses
- Minimum of 2.0 for the Concentration Courses alone.

* You can refer to the CoB GPA calculator for assistance in determining your major GPA at:

http://cob.sfsu.edu/COB/portal_student/ssc/progress_reviews.cfm