

**SAN JOSÉ STATE
UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSÉ, CA 95192**

**S26-3, University Policy, Timely Graduation for
Undergraduate Students**

Legislative History:

On March 16, 2026, the Academic Senate approved University Policy, Timely Graduation for Undergraduate Students, presented by Senator Vogel for the Instruction and Student Affairs Committee.

Rescinds Presidential Directive 2009-05

Action by University President:

Date: 3-23-26

Signed and approved by: 

**Cynthia Teniente-Matson, President,
San José State University**

**University Policy, Timely Graduation for Undergraduate
Students**

- Whereas: Presidential Directive 2009-05 currently serves as the policy regarding undergraduate graduation facilitation and change of major and;
- Whereas: This directive remains in effect until the president signs into effect a replacement policy developed by the Academic Senate and;
- Whereas: The directive, which was written in 2009, does not address current economic conditions, university enrollment demands, campus climate, nor the stated objectives of CSU Graduation Initiative 2025 and;
- Whereas: It is recognized that clearer processes need to be defined to assist in undergraduate graduation facilitation and change of major; therefore, be it

Resolved: That PD 2009-05 be rescinded and the following become university policy, in Fall, 2026

Approved: March 9, 2026

Vote: 13-0-0

Present: Brown, Chisholm, Currin-Percival, Dao, Fryer, Gambarin, Giampaolo, Leisenring, Lee, Masegian, Mathur, Meniketti, Sullivan-Green

Absent: Akin, Johnson, Vogel

Financial Impact: no financial impact anticipated

Workload Impact: no workload impact anticipated

Timely Graduation for Undergraduate Students

The California State University (CSU) seeks to increase timely graduation rates. Pursuant to California Code of Regulations, Title 5, Section 40411, “The president of each campus may preclude any student from enrolling in any additional state-supported courses when that student has met all necessary requirements for the degree for which that student is matriculated, and may take the actions necessary to confer the degree.” In order to provide access to the university’s undergraduate major and minor programs for as many qualified students as possible, this policy is established to encourage timely graduation of undergraduate students.

I. Timely Graduation

A. Unit Limit

1. For the purpose of defining unit limits in this policy, as in I.A.2. and II. below:
 - Units transferred from other institutions in excess of 60 lower-division units will be excluded from consideration in the unit limits noted below.
 - Units earned by Advanced Placement, International Baccalaureate, and other external exams, military credit, as well as unit credit by examination are excluded from consideration in the unit limits noted below.
2. Students may apply to change their major or degree objectives up to 90 units (not including the “excluded units described above in I.A.1.) without a petition. After earning 90 units (not including the “excluded units” described above in I.A.1.), and in consultation with an academic advisor/department chair or director, students may be eligible to petition to add or change degree objectives (e.g., add a minor, change their major). They must submit a plan demonstrating that degree objectives can be completed within one additional semester from their original plan.
3. Impacted majors may have stricter limits on change of major eligibility, which must be documented in a formal department policy that has been reviewed and approved by the Academic Disqualification & Reinstatement Review Committee (ADRRRC).

B. Appeal Process

If a petition is denied, a student may submit an appeal within 30 calendar days of being notified of the denial to the Academic Disqualification & Reinstatement Review Committee (ADRRC). This appeal should contain additional justification or documentation (e.g. letter of support) to support the student's request.

II. Students Not Making Progress, Students in Pre-Majors, and Undeclared Students

Students are expected to follow the program requirements and Roadmap for their declared major and minor (if applicable). Students who are identified as failing to make progress toward their declared program by taking courses outside of their program or General Education requirements may be subject to restrictions on enrollment and/or may be placed on administrative academic probation as outlined in S16-16. Students intending to change their major should meet with an advisor/department chair or director and apply for a change of major at the earliest opportunity. If a change of major request is denied, students are expected to continue in their current major. Change of major denial may be appealed to the ADRRC, as described above.

Students in a pre-major program or undeclared status are expected to declare a major by the time they have earned 60 units. Students in these categories who have not declared a major by this time may be subject to restrictions on enrollment.

III. Administrative Graduation

San José State University may determine it is necessary to limit further enrollment by students who have earned sufficient units for graduation and who have had sufficient opportunity to pursue their degree. In these cases, SJSU may award the degree if all requirements have been met. The University Registrar is authorized to review the records of students who have earned sufficient units of credit to graduate but have not applied for graduation. When the student has met all requirements for graduation, the University Registrar may award the student's degree and inform the student. Authorization to award the degree must be approved by the Senior Associate Vice President (SAVP) of Enrollment Management or their designee.