Spartan Accelerated Graduate Education (SAGE) Handbook

San Jose State University

Contributors:

Jeff Honda, Associate Dean of Graduate Programs
Susan Verducci Sandford, Professor, Department of Humanities
Tricia Ryan, Director, Graduate Admissions and Program Evaluations
Katrice Gibson, Assistant Director, Graduate Admissions and Program Evaluations
Tonya Person, Lead Evaluator, Graduate Admissions and Program Evaluations
Pam Bustillo, Associate Registrar, Undergraduate Graduation
Nancy Day, Lead, E-Advising Analyst, Undergraduate Education
Tony Jaconette, Academic Advising Business Analyst, Enrollment Management

updated 10/13/22

INTRODUCTION

Welcome to the Spartan Accelerated Graduate Education (SAGE) program! This handbook provides detailed information for students, faculty, SAGE advisors, and Student Success Center Advisors regarding the SAGE program. The SAGE program is variously called a 4 + 1 or blended program at other institutions as students in these programs complete their undergraduate degree in four years and graduate degree in one year and often enroll in (or blend) graduate and undergraduate courses during their fourth year (Fig. 1).

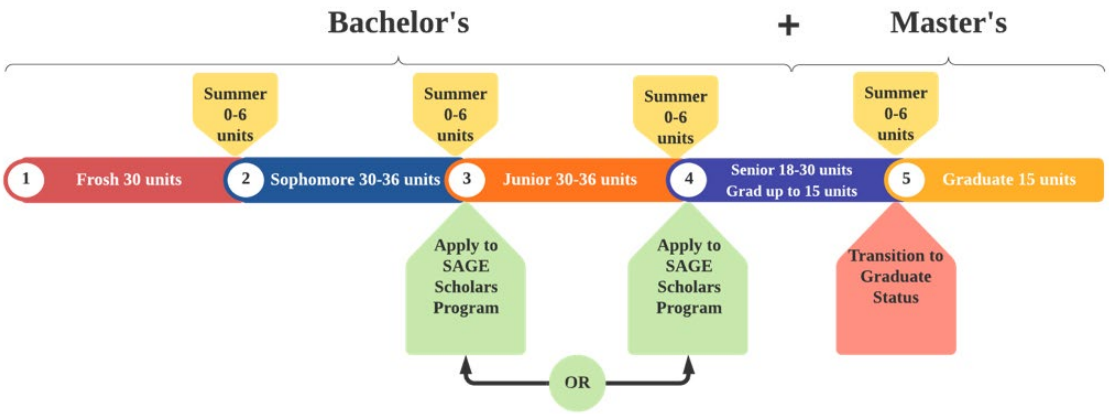


Figure 1. The SAGE program which follows a typical 4 + 1 or Blended Program Model

The SAGE program offers unique advantages for the student including:

- Only one formal application. Once accepted into the Bachelor's program, whether as a first-time freshman or as a transfer student, they do not need to also formally apply for the graduate degree through CalState Apply.
- Undergraduate coursework seamlessly transfers to the graduate coursework.
- Accelerated completion of the graduate degree by enrolling in graduate classes while in undergraduate status and allowing the double counting of up to 12 units.

Not every SJSU department has a SAGE program, but we continue to grow our offerings. A complete listing of programs can be found in the SJSU catalog. Those faculty or departments interested in developing and submitting new SAGE programs can review information on the New Spartan Accelerated Graduate Education (SAGE) Curriculum webpage. Note that all programs must meet process and policy requirements as indicated in CSU Coded Memorandum AA-2012-01 and University Policy F19-1.

Before becoming a SAGE Scholar, students entering SJSU as first year freshman or as transfer students (typically at the junior level) first are placed in an undergraduate career and are not immediately eligible for the SAGE program. Interested students must work with a SAGE Program Advisor and apply to a program when these **minimum** requirements are met:

- Students must successfully complete a minimum of 60 undergraduate SAGE program applicable units **towards the SAGE Program** but not more than 120 undergraduate program applicable units at the time of admission into the SAGE program. Note that SAGE program eligible units **are not** equivalent to degree applicable units. To determine the difference between the two designations, advisors should run a MyProgress 'what if' report.
- Students must be enrolled in or have completed the undergraduate Graduation Writing Assessment Requirement (Area Z/100W/GWAR prior to admission into the SAGE program).
- Students must have a minimum 2.5 cumulative GPA at the time of *admission* into the SAGE program. Note that some SAGE programs have higher minimum GPAs.
- SAGE students in the undergraduate career must have completed all lower division courses (designated as 0-99, including lower division general education courses and American Institutions courses) BEFORE transitioning into the SAGE graduate degree objective status. Students who have completed 120 degree eligible units but not completed all lower division courses will be removed from the SAGE program and will complete the standalone undergraduate degree. Students may then enter the standalone masters program, but will have to apply to the graduate program separately and are subject to graduate admissions requirements at SJSU. Additionally, any graduate courses used to meet undergraduate degree requirements will not be allowed to be used in the graduate program.

Programs may have admission standards above these minimum requirements so it is important that students work with SAGE advisors to determine eligibility.

International students interested in participating in the SAGE program should note the following and contact International Student and Scholar Services for more assistance:

- Each campus must issue a change of educational level (i.e. I-20 status) when an F-1 student in a blended program becomes a graduate student for visa purposes. This change will shift the minimum unit requirement for the student from 12 (undergraduate student status) to 9 (graduate student status). The student and advisor must initiate I20 change into the graduate program the semester prior to moving into the graduate program. When filling out the Step 2 application, the form will automatically identify international student status. Once the student has been accepted into the graduate career, GAPE will notify the student, advisor, and ISSS. It will then be the student's responsibility to contact ISSS student to ensure that the I-20 form will be changed prior to the beginning of the subsequent semester.

- Students will be eligible for CPT at the graduate level after completion of their first semester in the graduate career.

- International students in the F-1 permitted post-OPT for up to 12 months (or 24 months in STEM OPT) per degree level will have their OPT eligibility canceled upon the date of their change in educational level to graduate student status, as indicated on the I-20. This will remain in effect until they complete the graduate program.

Finally, all students must be aware of how tuition fees and financial aid will be affected once students change from the undergraduate to graduate career and contact the Office of Financial Aid for more assistance:

- A student will be assessed the undergraduate State University Tuition Fee only during the time in which the blended-program student has earned fewer than 120 semester units applicable to the blended bachelor's and master's degree programs.
- When the degree-objective status is changed to "graduate," the student will be assessed the graduate student fee and may continue to take upper-division undergraduate courses.
- If students transition between undergraduate and graduate standing during the academic year, they should reach out to the Financial Aid Office to determine if adjustment paperwork is appropriate and allowable.
- Students should complete the FAFSA or California Dream Act paperwork annually with the correct status listed (i.e., undergraduate or graduate). As with all graduate students, students in blended programs would have different funding allowances when they are in graduate status.

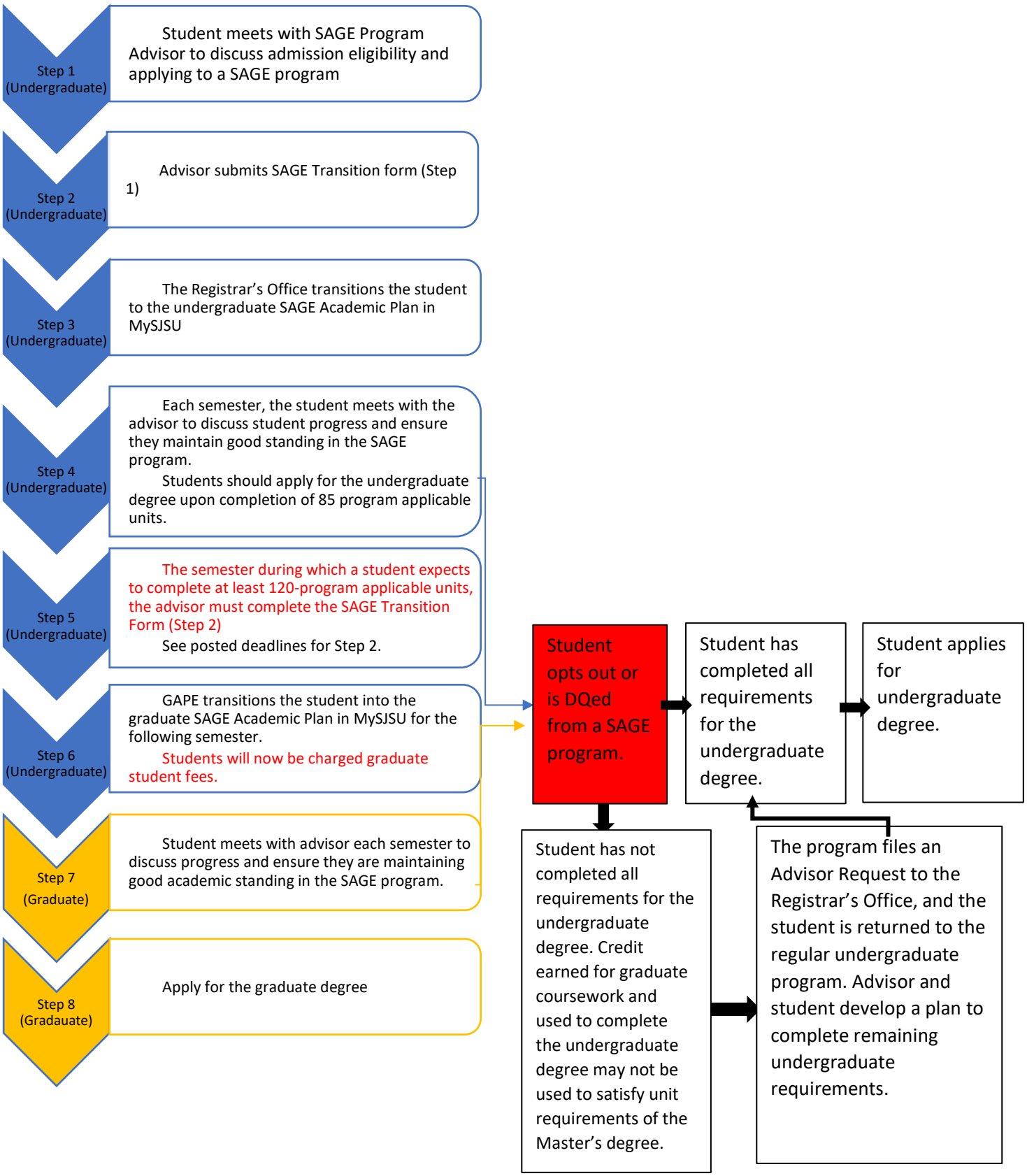
We hope you find this handbook useful. Please continue reading for more information regarding student and advisor roles/responsibilities, a comprehensive review of the SAGE program lifecycle, vital tools to assist student/advisors, and answers to some commonly asked questions.

STUDENT AND ADVISOR ROLES AND RESPONSIBILITIES

The following stakeholders all have unique roles and responsibilities that are critical to the success of our SAGE Scholars and programs.

- SAGE Scholar: SAGE Scholars are those students who have been accepted into the SAGE program. SAGE Scholars are responsible to educate themselves on the processes and procedures of applying to and completing a SAGE program. They are ultimately responsible for ensuring that they are on track to graduate and are meeting the requirements of both the undergraduate and graduate components of their SAGE program. This requires communication with advisors, including meetings each and every semester. Additionally, students must be aware of how immigration status and change in student career status can impact tuition/fees and financial aid (see Introduction for more information).
- SAGE Advisor: SAGE students require a high level of advisor support and attention in applying to and negotiating SAGE programs. While each program has a designated SAGE Program Advisor, in some programs additional faculty may assume undergraduate and graduate advising responsibilities. Thus, communication within programs and across departments and sometimes colleges is necessary (particularly those programs tied to an education graduate degree). In general, SAGE Advisors oversee student admission, progress towards degree, academic standing, and degree transitioning.
- College Success Center SAGE Sage
    - Promote SAGE programs to well-qualified undergraduate students considering graduate education.
    - Track conversion to graduate status dates for SAGE students and generate a list to be sent to SAGE advisors.
- GAPE SAGE Sage
    - Serve as a resource for SAGE advisors on the intricacies of the SAGE programs.

SAGE Program Lifecycle: An Overview with Program Off Ramps



The above diagram outlines the complete SAGE process from admission as an undergraduate to applying for the graduate degree. It is a very linear process and steps 1-8 will be covered in greater detail in the next section. However, a SAGE Scholar may opt out of the program for unforeseen circumstances (and seek only the undergraduate degree) or may be disqualified from the SAGE program and be prevented from continuing in the program. The off ramp steps following the red box should be taken in to ensure completion of the undergraduate degree should the student exit the program or be disqualified. It cannot be stressed enough that SAGE Scholars must maintain good academic standing and avoid probation and subsequent disqualification. Please note the following SAGE policies as they pertain to Academic and SAGE Administrative Probation and Disqualification:

SAGE scholars are required to maintain good academic standing per University Policy S16-16. Additionally, SAGE scholars are expected to meet with their SAGE advisor each semester to review their academic progress and standing. As an accelerated program, SAGE Scholars must meet a high standard in order to make timely progress towards their degrees. Thus, SAGE Scholars must maintain good academic standing the semester prior to completing 120 SAGE program eligible units and transitioning into the graduate career:

a. If a SAGE Scholar is not in good standing (i.e. are on either Academic or Administrative probation) the semester prior to completing 120 SAGE program-eligible units, and the bachelor's degree has not been issued, the SAGE Scholar will be removed from the SAGE program and returned to their stand-alone undergraduate degree program. To achieve this, the SAGE advisor must submit an Advisor Request form requesting that the student's status be converted to undergraduate status and should contact either their respective Student Success Center or the Office of the Registrar to assist in the process. Students may apply to the program's graduate degree upon completion of the undergraduate degree.
    i. SAGE Scholars in undergraduate status who are placed on Academic Probation for failing to maintain a 2.0 GPA are notified via the Registrar's Office and probation is noted on the transcript. These students will be removed from the SAGE program and returned to undergraduate-only status.
    ii. Those students in SAGE programs requiring maintenance of a higher GPA at the undergraduate level and who fail to meet that standard will be removed from the SAGE program and returned to undergraduate-only status.
    iii. If a SAGE Scholar is placed on probation while in graduate status for not meeting the graduate minimum GPA of 3.0 or other standards, then the SAGE Scholar must clear probationary status under the same policies that apply to the department's graduate program.
    iv. If a SAGE Scholar has already converted to graduate status, and leaves the program in good standing, the following will apply per F19-1, section IV:
        1. Credit earned for graduate coursework and used to complete the Bachelor's degree may not be used to satisfy unit requirements of the Master's degree;
        2. Credit earned for graduate coursework, counting toward the Master's degree, shall be available for application to an SJSU graduate program upon subsequent approval by the program and subject to University Policy S17-7, graduate course revalidation
b. Once a student is removed from a SAGE program due to either academic or administrative academic probation, they are ineligible for any SAGE program.

Appeals may be brought to the attention of either College of Graduate Studies Associate Deans (Dr. Amy Leisenring or Dr. Jeff Honda) for review.

SAGE Program Lifecycle: A Detailed Look

The following information relates to each individual step in the SAGE process illustrated above, provides context to some of the complexities and nuances for each step, and explains primary responsibilities for the SAGE advisors.

Step 1. The student meets with their undergraduate SAGE advisor to discuss admission eligibility and applying to a SAGE program. The following minimum requirements are:

1. Students must successfully complete a minimum of 60 undergraduate program applicable units but not more than 120 undergraduate program applicable units at the time of admission into the SAGE program.
2. Students must be enrolled in or have completed the undergraduate Graduation Writing Assessment Requirement (Area Z/100W/GWAR prior to admission into the SAGE program).
3. Students must have a minimum 2.5 cumulative GPA at the time of admission into the SAGE program.
4. Students must have completed all lower-division work (designated 0-99, including lower- division general education courses and American Institutions courses) BEFORE transitioning into the SAGE graduate degree objective status.

Note:

- Students who have reached up to their first semester as classified seniors will remain eligible for entry into the SAGE program. Second semester, senior-level students enrolled in the term they expect to graduate from their baccalaureate degree are not eligible to enter into the SAGE program as these students will not gain the accelerated graduate-level benefit offered through the SAGE blended program option.
- SAGE programs may require additional admission standards. Please review individual SAGE admission requirements by clicking here. Admissions into a SAGE program will be guided by the standards approved by individual SAGE programs. While all SAGE programs must hold to minimum admission requirements mandated by CSU and SJSU policy, programs may develop higher admission standards. Therefore, it is important that students meet all eligibility requirements prior to admission. Because the SAGE program is an accelerated program, and admission standards are developed by each program, no exceptions or conditional admission will be given to students to enter the SAGE program. Programs are welcome to change their admission standards by filing a curriculum change through the Curriculog process.

SAGE Advisors should know:

- *How to fill out the Worksheet of Courses Completed Pre-SAGE Scholars Program Admission. This sheet determines eligibility regarding "program applicable" units. These units include major requirements, GE, and university requirements for the application to SAGE. In calculating "program applicable" once students are in the SAGE program and preparing to convert to graduate status at 120 program applicable units, graduate course units are also included in the total.*
- *Their program specific admission and academic standing standards and should reference MyProgress and Roadmap information.*
- *Advisors should be familiar with using SAMI to admit and review student records.*
- *All SAGE policies and guidelines.*
- *That they (or their program) are responsible for marketing, recruitment, and tracking their program.*
- *That home departments are responsible for updating their SAGE advisor listing every academic year.*

- *That moving the student from a stand alone program to a SAGE program will eliminate approved substitutions and will have to be repopulated once placed in a SAGE program which is the same process that occurs when a change of major is approved.*

Step 2. The student is admitted into the SAGE Program by the SAGE advisor or admissions team by completing Step 1 of SAGE Transition Form. Note that this form is used to both enter the SAGE program in the undergraduate career (known as Step 1) and then change to the graduate career once 120 program eligible units are completed (known as Step 2). Click the Step 1 radio button on the form so that it will be received by the Office of the Registrar who will change the student's current academic plan to the SAGE academic plan in PeopleSoft.

Step 3. The Register's Office receives the form automatically via OnBase and transitions the student to the undergraduate SAGE Academic Plan in MySJSU.

SAGE advisors should know:

- *That the change to the SAGE program is analogous to changing a student's major.*
- *Any request to switch the student back to either the program's undergraduate or graduate career at any point must be done via Advisor Request which may be available either through the department or College Success Center SAGE Sage.*
- *MyProgress will reflect SAGE requirements. Please review the MyProgress section Appendix in this document.*

Step 4. Each semester, the student meets with the advisor to discuss student progress and ensure they maintain good standing in the SAGE program. Typically, during this time, most students will have successfully completed 85 or more undergraduate units and should consider applying for the undergraduate degree. Graduation information can be found here on the Office of the Registrar page.

SAGE advisors should know:

- *Their program specific academic standing standards and should reference MyProgress and Roadmap information.*
    - *How to inform students should they be placed on either academic or administrative probation.*
    - *The process for removing students from the SAGE program as required by their college.*
- *How to process and track approved transfer units and substitutions. Exceptions entered prior to a student's transition to SAGE need to be reentered once the student is in SAGE, as MyProgress does not transfer exceptions between programs. This reentry should be completed during the student's first SAGE semester, as MyProgress will need to accurately reflect progress toward degree in relation to the SAGE student's conversion to graduate status.*
- *Once 85 or more undergraduate units are successfully completed, a student should consider applying for the undergraduate degree.*
- *A student could potentially convert to graduate status prior to earning their undergraduate degree.* The undergraduate degree is conferred when all degree requirements are met.

Step 5. The semester during which a student expects to complete at least 120-program applicable units, the advisor must complete Step 2 of the SAGE Transition Form and, in this case, click the Step 2 radio button. Note that there are semester deadlines to file Stage 2 applications:

1. Fall Semester Start (completing 120 program-applicable units in prior Spring semester)
    a. Opens February 1
    b. Closes March 1

2. Fall Semester Start (completing 120 program-applicable units in prior Summer semester)
    a. Opens June 1
    b. Closes July 1
3. Spring Semester Start (completing 120 program-applicable units in prior Fall semester)
    a. Opens September 1
    b. Closes October 1
4. Summer Semester Start (completing 120 program-applicable units in prior Spring semester)
    a. Opens February 1
    b. Closes March 1

Step 6. GAPE transitions the student into the graduate SAGE Academic Plan in MySJSU. The GAPE office receives the form automatically via OnBase and transitions the student to the graduate SAGE Academic Plan in MySJSU after evaluating the student's record.

SAGE Advisors should know:

- *That MyProgress will serve as the degree audit and will be used by both advisor and GAPE to track progress towards degree (i.e. there will be no candidacy form requirement).*
- *That if students drop courses or do not pass courses, they will not meet the 120 unit applicable unit threshold and must remain in the undergraduate career until they do so.* Students should notify their SAGE advisors if they have to drop classes and/or are not passing.
- *If transfer courses which may be counted towards the 120 applicable unit threshold are not received by SJSU and not officially reported, then the student will not be advanced to the graduate career for that semester or until they are received and recorded by SJSU.*
- *To inform the student regarding implications for changes in tuition and financial aid.*

Step 7. Students meet with their SAGE advisor each semester to discuss progress and ensure they are maintaining good academic standing in the SAGE program.

SAGE Advisors should know:

- *How far along the student is in the graduate program to advise to apply for graduation and submit thesis or project requirements.*
- *Specific academic standing requirements for the program to ensure that students remain in good standing and placed on probation or possibly DQed if they are not.*

Step 8. Apply for the graduate degree. The semester before the student is to graduate, the student should apply for graduation. Graduate graduation information can be found here on the Graduate Admissions and Program Evaluations page.

TOOLS OF THE TRADE

All SAGE advisors must become familiar with the following three applications in order to properly admit, advise, and review SAGE students as they progress through the program. Review the information in the Appendix to assist in accessing and using features in the following:

Student Affairs Multi Interface (SAMI)

The first critical function SAMI provides is that it tracks the transition progress of SAGE students as they move from the undergraduate career (Stage 1) to the graduate career (Stage 2) following the submission of the SAGE Transition Form (see below). Using the *SAMI Admission Portal* (Figure 1), advisors can view the status of a SAGE student's status as: NCS (Incomplete-SAGE), CO (Complete - SAGE), SGNA (SAGE - Not Accommodated/Withdrawn), CCLS (Accepted - Classified - SAGE).

The second critical function allows advisors to review a given SAGE Scholars enrollment per term. Using the Enrollment Portal, SAGE Advisors can check for preliminary step 2 transition eligibility as students complete 120 program eligible units (Figure 2). Additionally, SAGE Advisors can track current and previous SAGE Scholar enrollment (Figure 3). It should be noted that the Enrollment Portal also allows SAGE Advisors easy access to OnBase records to review additional student information and a link to PeopleSoft (i.e. MyProgress).

To gain access to SAMI features please contact GAPE Director Tricia Ryan. Further information and training can be found by contacting Assistant Director Katrice Gibson

PeopleSoft (MyProgress)

The MyProgress application found in PeopleSoft provides the SAGE Advisor critical information including status of a student's SAGE admission. By accessing MyProgress, you can determine: when a SAGE admission has been processed (by reviewing the academic plan), GPA, and graduation status (Figure 4). Most importantly, you can determine-program applicable units which will allow you to plan when to move into the graduate career.

For more information regarding access and training for Peoplesoft, contact ???

SAGE Transition Form (OnBase)

Because students wishing to enter a SAGE program can only be admitted into the program as undergraduates once they have completed a number of minimum requirements in an undergraduate career and SAGE Scholars transitioning into the graduate career may not apply via Cal State Apply, we have created a single form (SAGE Transition form) that must be filed twice when transitioning into the SAGE program (Stage 1) and applying to the graduate career once 120 SAGE program eligible units have been completed. Advisors must submit the Stage 1 form (Figure 7) after carefully reviewing the SAGE applicant's record to determine if they meet SAGE program eligibility requirements. Once the student has been admitted into a SAGE program and becomes a SAGE Scholar, MyProgress will change the SAGE Scholars program of study to reflect all undergraduate and graduate degree requirements. At this point it is critical that the SAGE Advisor meet with the SAGE Scholar

every semester to review program progress through review of MyProgress status, use of the program roadmap, and/or an academic planner such as the SAGE Scholars Program Worksheet. It is critical that the SAGE Scholar be moved to the graduate career the semester following the completion of 120 program eligible units (Figure 8) and by specified deadlines found on the form. It is recommended that the form be submitted after the Add Deadline for the term to avoid changes in units/eligibility criteria. Advisors should use SAMI to track admission status into the graduate career.

Specific questions regarding submission of Step 1 and Step 2 should be directed to Associate Registrar of Undergraduate Graduation Pamela Bustillo and Assistant GAPE Director Katrice Gibson, respectively.

FAQs

Program applicable units:

Where can I find a student's SAGE program applicable units?

Pre-SAGE admission: Advisors must calculate these units manually or through the worksheet created for the purpose. Calculate units that can be directly applied to major, GE, and university requirements.

Upon admission to SAGE: program applicable units can be found in a student's MyProgress, near the end of the report. Note that MyProgress will include units in progress.

Why might a student's program applicable units be different in their pre-SAGE program than their SAGE program?

1) Program applicable units are specific to the content of each program. A student's pre-SAGE program may have different requirements than a student's SAGE program.
2) When a student changes programs, substitutions/exceptions entered prior to the shift will disappear from a student's record. The advisor must re-enter the substitutions/exceptions immediately upon admission to SAGE in order for MySJSU to track a student's program applicable units for appropriate timing for conversion to graduate status.
3) If your UG program has a course that meets both a GE and a major requirement *and* the student has an additional course that meets the same GE requirement, MyProgress may be calculating both courses as program applicable, one for the GE and one for the major.
4) If a major requires 3 units of a course and a transfer student comes in with 4 units for the course (as often happens in the sciences), MyProgress calculates all 4 units as program applicable.

Tuition

Which tuition does a SAGE student pay when they have converted to graduate status, but not yet earned their undergraduate degree? And what do they pay for summer classes?

As noted above, students in the UG SAGE career (prior to conversion to graduate status at 120 program applicable units) will pay UG tuition. A student who has converted to graduate status will pay graduate tuition. This is the case even if the student has not earned the BA/BS at time

of conversion to graduate status and for summer enrollment. See SJSU Tuition and Fees and Summer Registration Fees for specific information.

Graduate Career:

Can I apply for graduate scholarships while I'm a graduate student?

Students may be eligible for some graduate programs and ineligible for others. Please contact the College of Graduate Studies for more information.

When are students eligible to apply for their master's graduation?

Students will receive a MySJSU message regarding their graduation eligibility at the end of their first semester of their graduate career. The message will include instructions to apply through their MySJSU portal. Graduation Application submission deadlines will apply.

Conversion to Graduate Status:

Can a student convert to graduate status prior to earning a bachelor's degree?

Yes. The undergraduate degree is conferred when a student completes their final undergraduate course requirements. Conversion to graduate status occurs when the student reaches 120 degree applicable units, which includes graduate level requirements in addition to undergraduate degree requirements.

A student completes all their UG BA requirements and has elective (non-program applicable for SAGE) credits that meet the 120 units for a BA. They don't, however, have 120 program applicable units at the time of their scheduled undergraduate graduation to convert to graduate status. What is their career status in the semester(s) between graduating and converting?

Their career status remains undergraduate. The undergraduate degree (graduation) is independent of graduate career. It is possible to 'graduate' with your undergraduate degree prior to converting to graduate status. The issue here is to make sure the student is in the correct career based on completion of program eligible units.

If a student completes all undergraduate and graduate requirements for the SAGE program but doesn't meet the 150 total units required for SAGE, will MyProgress automatically count elective units earned as an undergraduate toward the 150? (This can happen when a program accepts a transfer course for a required UG course and the transfer course has fewer units than the SJSU course).

Is it possible to double major (two undergraduate degrees) while in a SAGE program?

Yes, however, please contact the College of Graduate Studies for more information.

Once a student converts to graduate status, do they lose their undergraduate registration priority status? Yes

What do I do (who do I contact) if I miss the conversion to graduate status window? Contact the GAPE office.

Coursework:

Can a SAGE student take all undergraduate courses one semester and graduate courses in another?

Per F19-1, I.2., students must have at least one semester in which they are enrolled in a combination of graduate and undergraduate courses. Roadmaps show the ideal sequence to follow.

Grading Policies:

Graduate grade requirements are a C or better. If a student earns an acceptable C- in a course required for their undergraduate major, do they need to repeat it because they are in SAGE?

If this situation arises, an advisor may submit an exception for the grade if doing so is acceptable to their specific SAGE program.

Minors:

What if a student is working towards a minor?

Advisors will have to run a 'what if' scenario to determine what outstanding courses are required to earn the minor. This can be run before or after conversion to graduate status.

Appendix

Figure 1. Student Affairs Multi Interface (SAMI) - Application Portal

SAMI Gateway > ***Application Portal*** > ***Listing***

Status Descriptions:
NCS (Incomplete-SAGE) = Step 2 *Graduate Application Created in PeopleSoft*
CO (Complete - SAGE) = Step 2 *GAPE Review*
SGNA (SAGE - Not Accommodated/Withdrawn) = *Ineligible to Transition into Graduate Standing/Declined Step 2 Form*
CCLS (Accepted - Classified - SAGE) = *Successfully Transitioned into Graduate Standing/Accepted Step 2 Form*

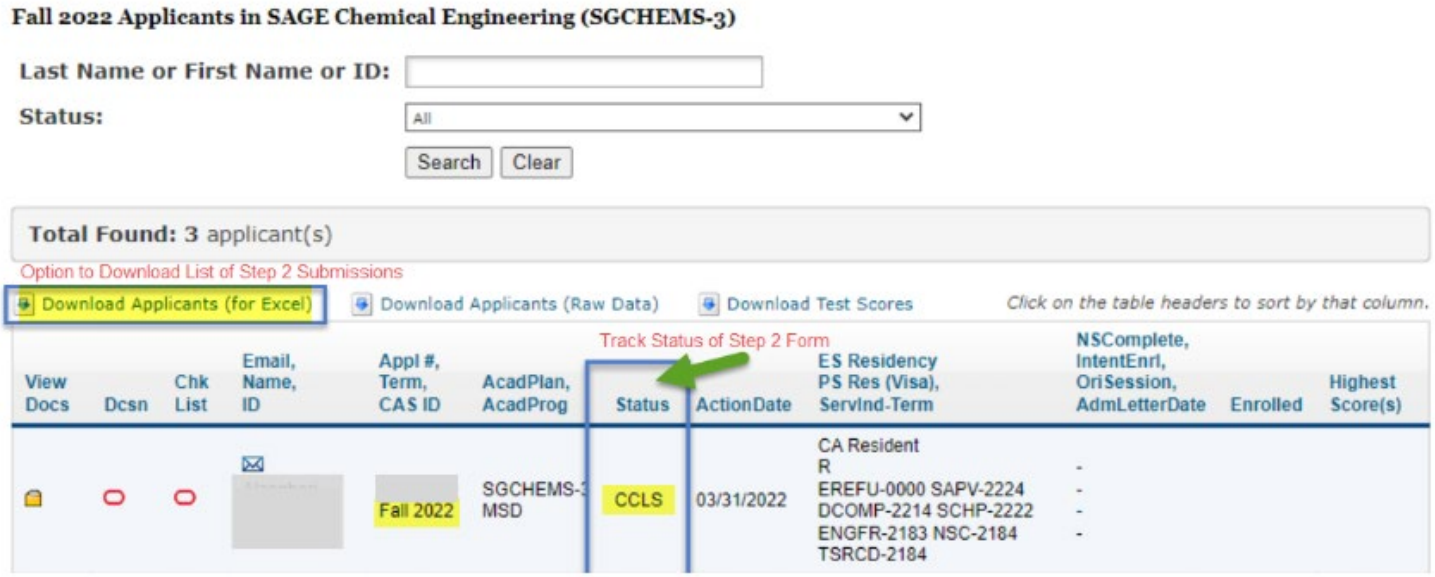


Figure 2. Student Affairs Multi Interface (SAMI) - Enrollment Portal

Preliminary Check for Step 2 Eligibility

SAMI Gateway > *SAGE Students*

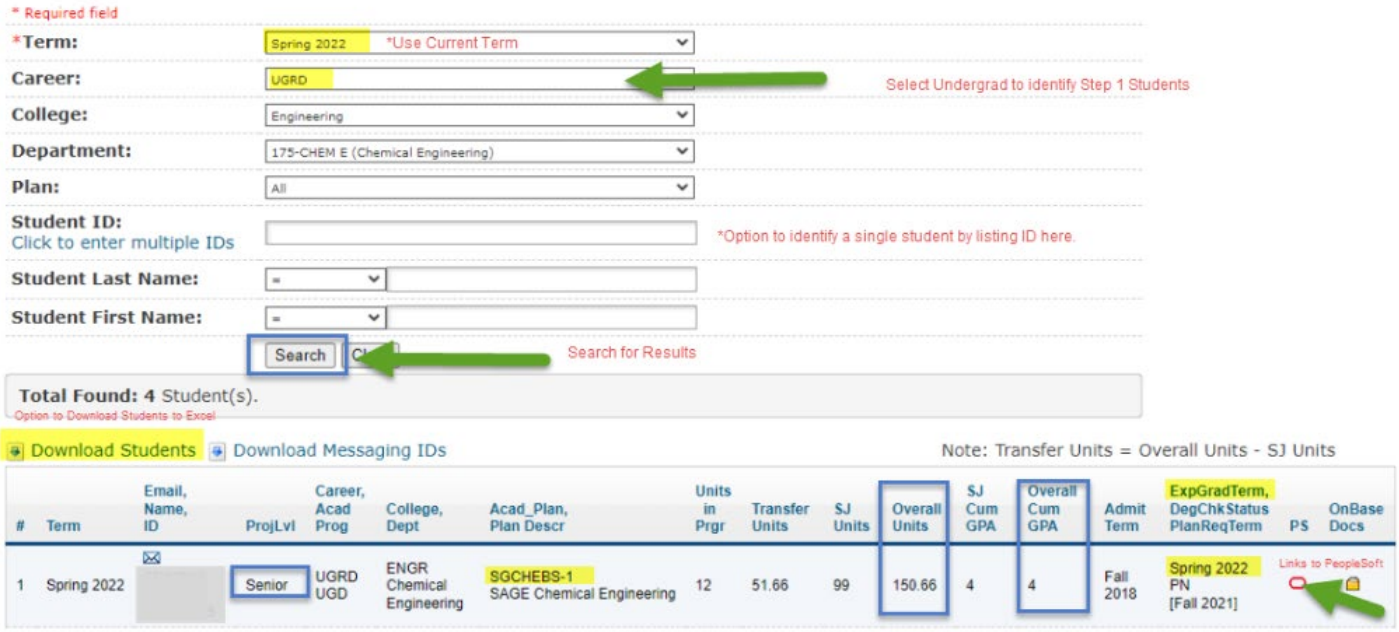
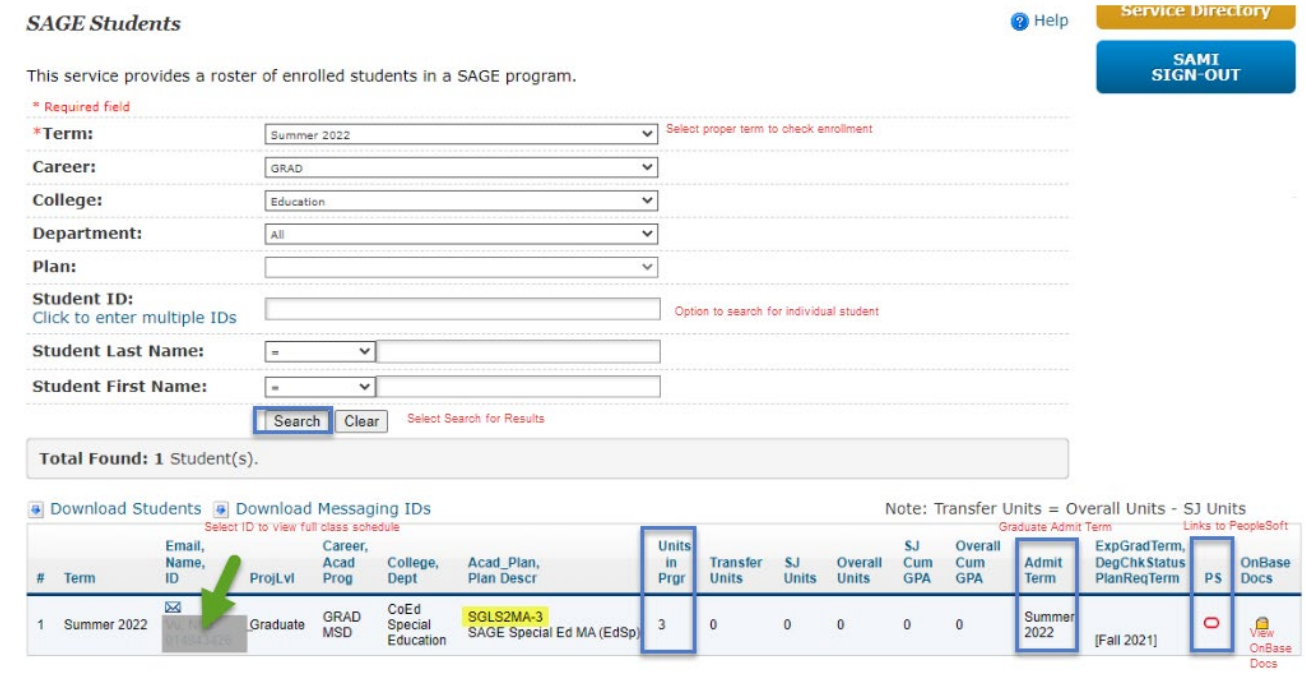


Figure 3. Student Affairs Multi Interface (SAMI) - Enrollment Portal

SAMI Gateway > *SAGE Students*

Report Options: Access to PeopleSoft (i.e. MyProgress), Access to View OnBase Docs, Overall Units (Transcript Totals), Transcript GPA, Expected Graduation Term, Hyperlink Student ID to view Class Schedule and Details.



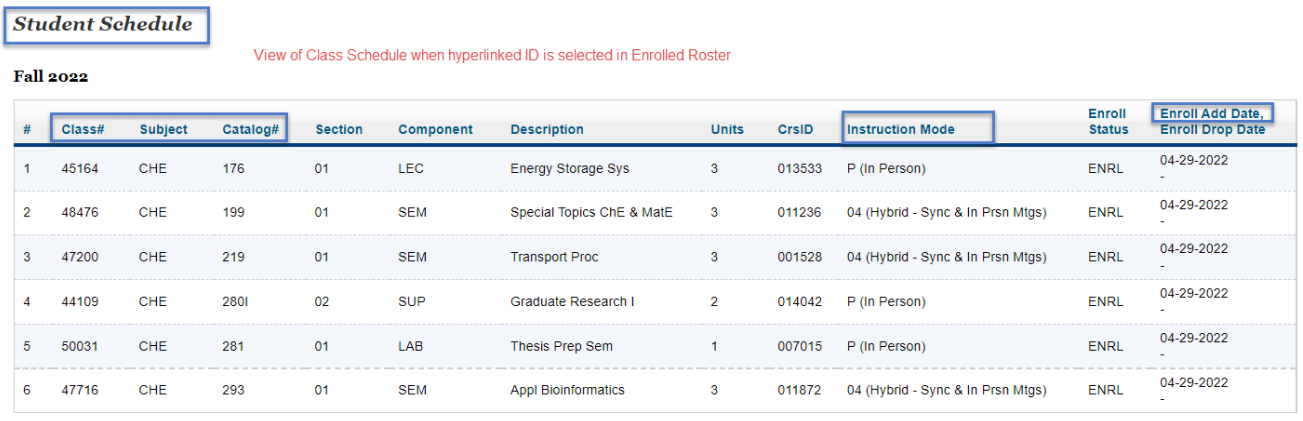


Figure 4. MyProgress - Step 1 (Program Plan, GPA, Undergraduate Graduation Status) *[Placeholder Images]*

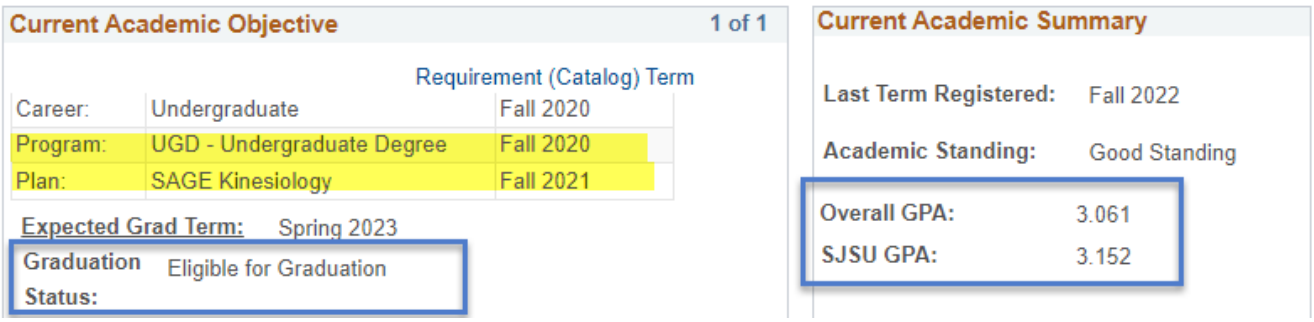


Figure 5. MyProgress - Progress Toward Transition to Graduate Standing (Step 2 Form Eligibility) *[Placeholder Images]*

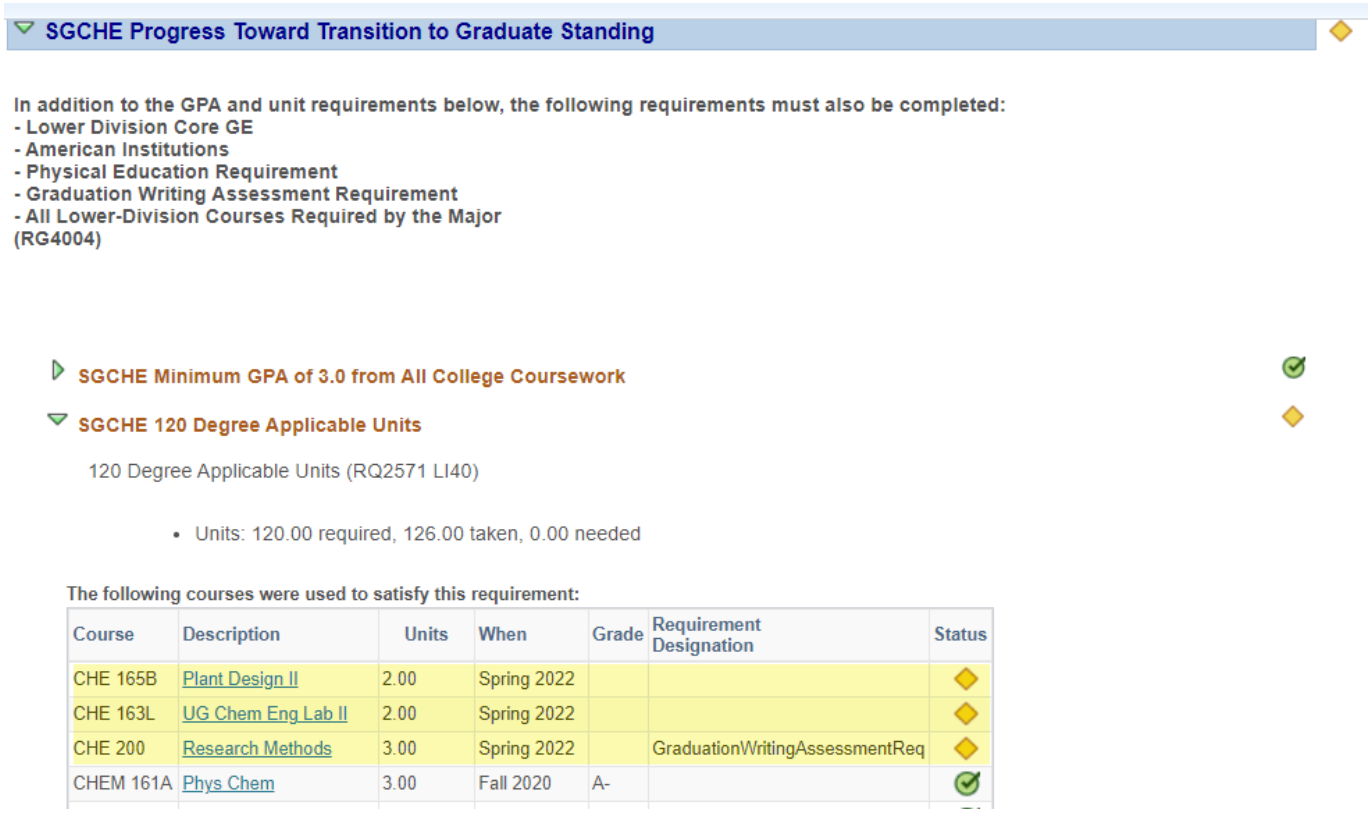
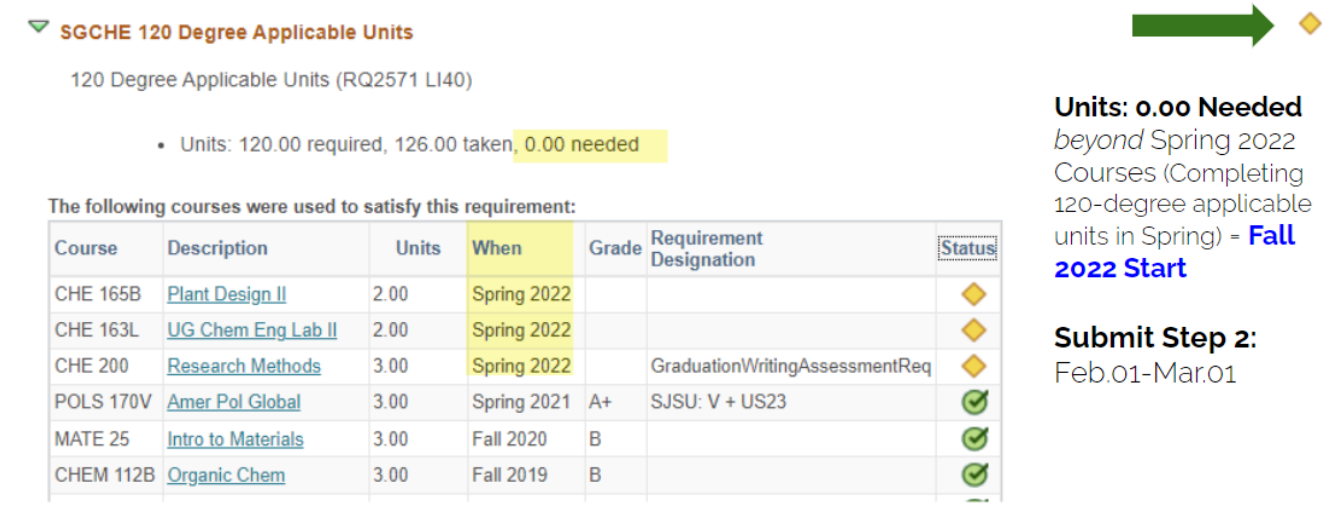


Figure 5. MyProgress - Program Applicable Units *[Placeholder Images]*



SGCHE 120 Degree Applicable Units

120 Degree Applicable Units (RQ2571 LI40)

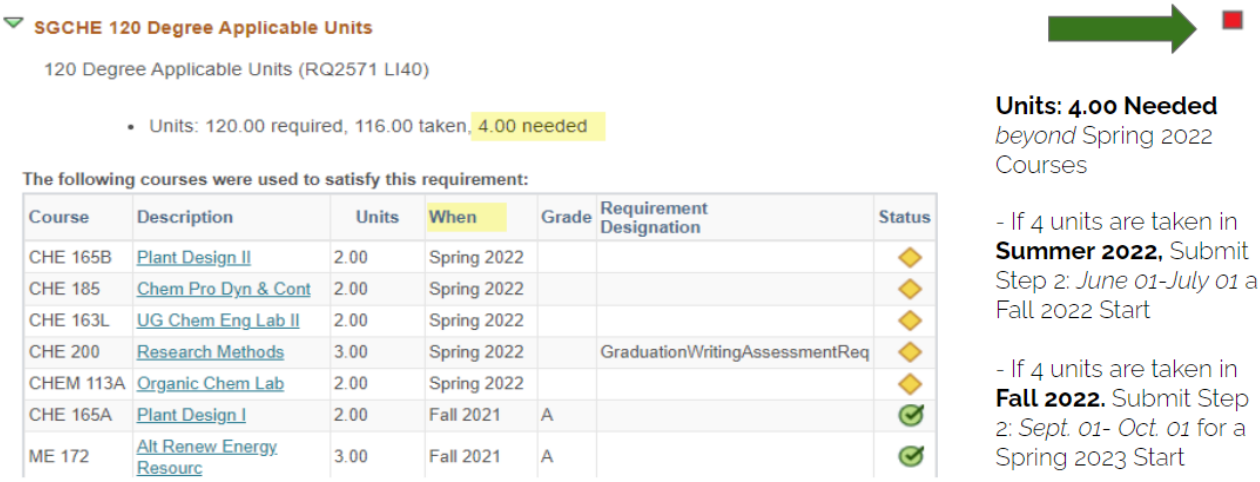
- Units: 120.00 required, 126.00 taken, 0.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Requirement Designation	Status
CHE 165B	Plant Design II	2.00	Spring 2022			
CHE 163L	UG Chem Eng Lab II	2.00	Spring 2022			
CHE 200	Research Methods	3.00	Spring 2022		GraduationWritingAssessmentReq	
POLS 170V	Amer Pol Global	3.00	Spring 2021	A+	SJSU: V + US23	
MATE 25	Intro to Materials	3.00	Fall 2020	B		
CHEM 112B	Organic Chem	3.00	Fall 2019	B		

Units: 0.00 Needed
beyond Spring 2022 Courses (Completing 120-degree applicable units in Spring) = **Fall 2022 Start**

Submit Step 2:
Feb.01-Mar.01



SGCHE 120 Degree Applicable Units

120 Degree Applicable Units (RQ2571 LI40)

- Units: 120.00 required, 116.00 taken, 4.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Requirement Designation	Status
CHE 165B	Plant Design II	2.00	Spring 2022			
CHE 185	Chem Pro Dyn & Cont	2.00	Spring 2022			
CHE 163L	UG Chem Eng Lab II	2.00	Spring 2022			
CHE 200	Research Methods	3.00	Spring 2022		GraduationWritingAssessmentReq	
CHEM 113A	Organic Chem Lab	2.00	Spring 2022			
CHE 165A	Plant Design I	2.00	Fall 2021	A		
ME 172	Alt Renew Energy Resourc	3.00	Fall 2021	A		

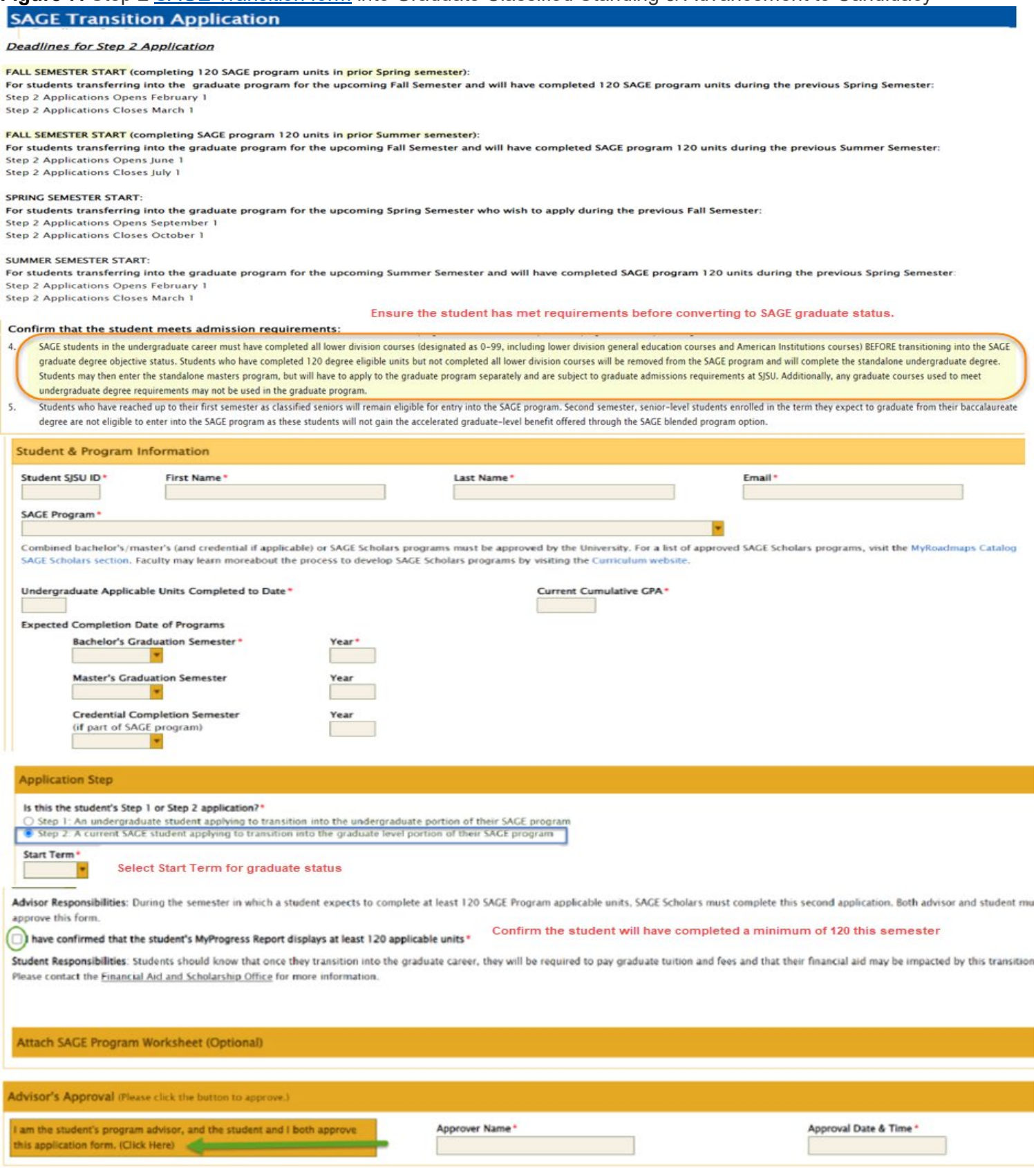
Units: 4.00 Needed
beyond Spring 2022 Courses

- If 4 units are taken in **Summer 2022,** Submit Step 2: *June 01-July 01* a Fall 2022 Start

- If 4 units are taken in **Fall 2022.** Submit Step 2: *Sept. 01- Oct. 01* for a Spring 2023 Start

Figure 6. Step 1 SAGETransition form into Undergraduate Portion of SAGE Program

Figure 7. Step 2 SAGE Transition form into Graduate Classified Standing & Advancement to Candidacy



SAGE Transition Application

Deadlines for Step 2 Application

FALL SEMESTER START (completing 120 SAGE program units in prior Spring semester):
For students transferring into the graduate program for the upcoming Fall Semester and will have completed 120 SAGE program units during the previous Spring Semester:
Step 2 Applications Opens February 1
Step 2 Applications Closes March 1

FALL SEMESTER START (completing SAGE program 120 units in prior Summer semester):
For students transferring into the graduate program for the upcoming Fall Semester and will have completed SAGE program 120 units during the previous Summer Semester:
Step 2 Applications Opens June 1
Step 2 Applications Closes July 1

SPRING SEMESTER START:
For students transferring into the graduate program for the upcoming Spring Semester who wish to apply during the previous Fall Semester:
Step 2 Applications Opens September 1
Step 2 Applications Closes October 1

SUMMER SEMESTER START:
For students transferring into the graduate program for the upcoming Summer Semester and will have completed SAGE program 120 units during the previous Spring Semester:
Step 2 Applications Opens February 1
Step 2 Applications Closes March 1

Ensure the student has met requirements before converting to SAGE graduate status.

Confirm that the student meets admission requirements:

4. SAGE students in the undergraduate career must have completed all lower division courses (designated as 0-99, including lower division general education courses and American Institutions courses) BEFORE transitioning into the SAGE graduate degree objective status. Students who have completed 120 degree eligible units but not completed all lower division courses will be removed from the SAGE program and will complete the standalone undergraduate degree. Students may then enter the standalone masters program, but will have to apply to the graduate program separately and are subject to graduate admissions requirements at SJSU. Additionally, any graduate courses used to meet undergraduate degree requirements may not be used in the graduate program.
5. Students who have reached up to their first semester as classified seniors will remain eligible for entry into the SAGE program. Second semester, senior-level students enrolled in the term they expect to graduate from their baccalaureate degree are not eligible to enter into the SAGE program as these students will not gain the accelerated graduate-level benefit offered through the SAGE blended program option.

Student & Program Information

Student SJSU ID * | First Name * | Last Name * | Email *

SAGE Program *

Combined bachelor's/master's (and credential if applicable) or SAGE Scholars programs must be approved by the University. For a list of approved SAGE Scholars programs, visit the MyRoadmaps Catalog SAGE Scholars section. Faculty may learn moreabout the process to develop SAGE Scholars programs by visiting the Curriculum website.

Undergraduate Applicable Units Completed to Date * | Current Cumulative GPA *

Expected Completion Date of Programs

Bachelor's Graduation Semester * | Year *

Master's Graduation Semester | Year

Credential Completion Semester (if part of SAGE program) | Year

Application Step

Is this the student's Step 1 or Step 2 application? *
- Step 1: An undergraduate student applying to transition into the undergraduate portion of their SAGE program
- Step 2: A current SAGE student applying to transition into the graduate level portion of their SAGE program

Start Term *

Select Start Term for graduate status

Advisor Responsibilities: During the semester in which a student expects to complete at least 120 SAGE Program applicable units, SAGE Scholars must complete this second application. Both advisor and student mu approve this form.

I have confirmed that the student's MyProgress Report displays at least 120 applicable units *

Confirm the student will have completed a minimum of 120 this semester

Student Responsibilities: Students should know that once they transition into the graduate career, they will be required to pay graduate tuition and fees and that their financial aid may be impacted by this transition Please contact the Financial Aid and Scholarship Office for more information.

Attach SAGE Program Worksheet (Optional)

Advisor's Approval (Please click the button to approve.)

I am the student's program advisor, and the student and I both approve this application form. (Click Here)

Approver Name * | Approval Date & Time *