

Spartan Accelerated Graduate Education (SAGE) Handbook

San Jose State University



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updated 1/14/2026

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).

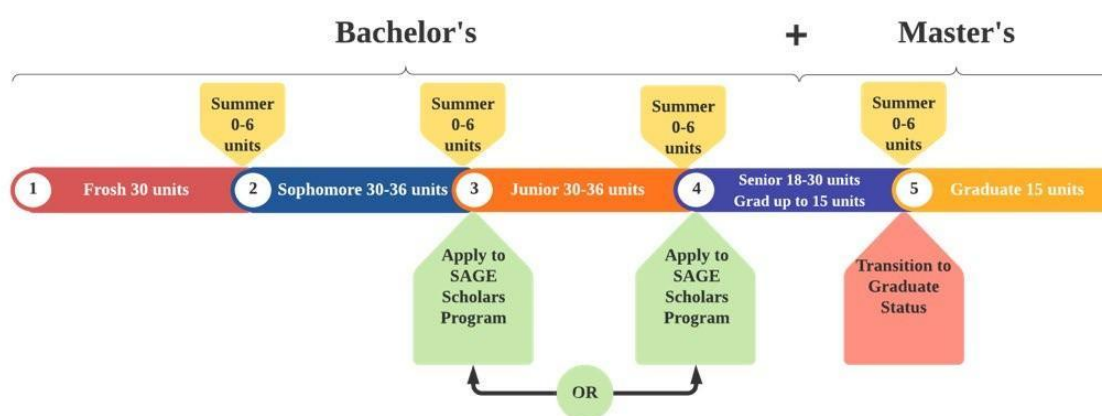


Figure 1. The SAGE program which follows a typical 4 + 1 or Blended Program Model

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 either a Success Center Advisor or SAGE Program Coordinator 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.

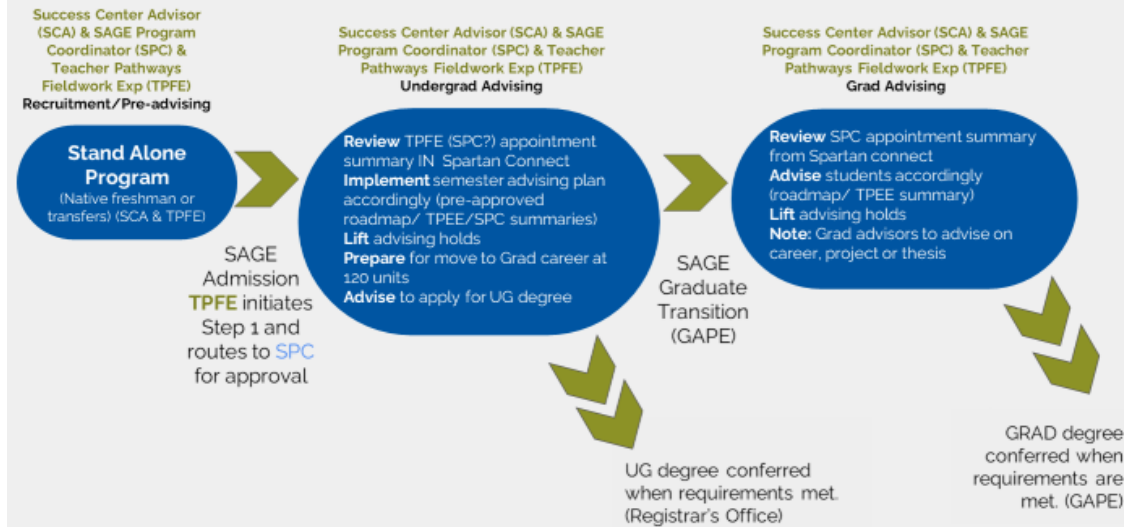
General Roles and Responsibilities

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 which include semesterly meetings. Effective student advising is critical for SAGE students to successfully matriculate through a program in a timely manner. A memo clearly defining administrative roles can be found [here](#).

Per the memo, SAGE roles and responsibilities may vary across various programs. For example, in cases where there are only two degrees (undergraduate and graduate), students must meet at least with their Student Success Advisor for advising and possibly the SAGE program Coordinator if required by the department (Advising Scenario 1). Those programs that have an added teaching credential tied to the program are required to meet with a Teacher Pathways and Field Experience advisor for advising (Advising Scenario 2). Specific questions can be addressed to the [Graduate Studies Mailbox](#).

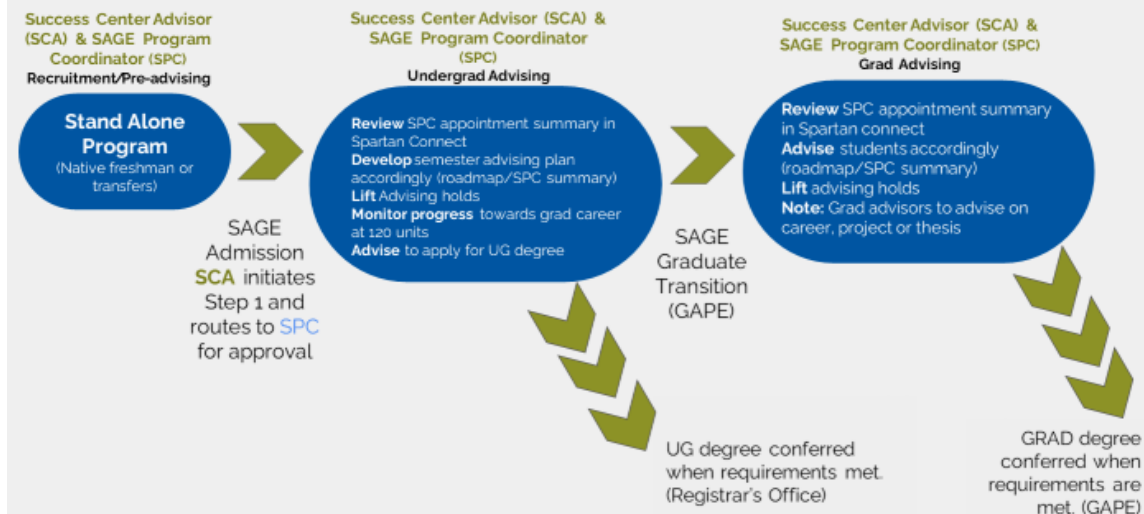
Advising Scenario 2:

Teacher Pathways & Fieldwork Experience (TFPE) Advising with Credentials (via Spartan Connect)



Advising Scenario 1:

SAGE Program Coordinator Advising (via Spartan Connect)



SAGE Transition Form (OnBase)

Students wishing to enter a SAGE program can only be admitted into the program as undergraduates in an existing SJSU baccalaureate degree, and once they have completed a number of minimum requirements in an undergraduate career. A [SAGE Transition form](#) (Fig. 2) must be filed when transitioning into the SAGE program (below). Depending on the program, either the Success Center Advisor (non-credential programs) or the Teacher Pathways Advisor (credential programs) must submit the SAGE Transition form to the designated SAGE Program Coordinator for final review and approval (or denial). 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 Scholar meet every semester with the Student Success Center Advisor 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 found in Spartan Connect. Once this objective has been met, the advising hold will be removed. It is also critical that the SAGE Scholar be moved to the graduate career the semester following the completion of 120 program eligible. While this process is handled internally, both student and advisor(s) should use SAMI to track admission status into the graduate career.

SAGE Application

Spartan Accelerated Graduate Education (SAGE) Scholars Program

This SAGE Application should be submitted when the SJSU undergraduate student meets minimum SAGE Admission criteria and has submitted any supporting admission materials to the SAGE Program Coordinator.

Student & Program Information

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

SAGE Program *

SAGE Plan Code * SAGE Coordinator Name * SAGE Coordinator Email * Send Copy to (optional):

Undergraduate Applicable Units Completed to Date * Current Cumulative GPA *

Expected Completion Date of Programs

Bachelor's Graduation Semester * Year *

Supporting Documents (Optional)

This is an optional feature that allows programs to attach supporting documents (if applicable)

SAGE Coordinator Approval

SAGE Coordinator Decision

Deny Reason *

Specific questions regarding submission of SAGE Transition form and transition into the graduate career should be directed to Associate Registrar of Undergraduate Graduation [Pamela Bustillo](#) and Assistant GAPE Director [Katrice Gibson](#), respectively.

Advising and Semester Holds

Once a student enters a SAGE program, a SAGE advising hold will be placed on their record at the start of each semester. Only Student Success Advisors have the authority to lift an advising hold which ensures that a student has met with a Student Success Advisor (or SAGE Program Coordinator where appropriate). Lifting the hold will then allow students to register for the following semester courses. International students must be aware of how immigration status and change in student career status can impact tuition/fees and financial aid. Per memo, Student Success Advisors and Teacher Pathways and Field Experience advisors are primarily responsible for SAGE advising. However, SAGE Program Coordinators seeking student advising involvement must undergo a 2hr online training session via CSU Learn to gain access to the ADVISOR PACKAGE ROLE which includes access to the PeopleSoft Advisee Center, SAMI Enrollment and Graduation Reports, and Spartan Connect. To gain access these systems, register for CSULearn - Academic Advising for Department Sessions List by logging in through your one.SJSU account. If you do not see the Academic Advising for Department Sessions as an option, please contact [Tony Jaconette](#) for an enrollment appointment. Once you have completed the training, email [Jeff Honda](#) jeffrey.honda@sjsu.edu and Cc [Katrice Gibson](#), to request this system's access role.

Tools of the Trade

SAGE Program Coordinators completing the CSULearn Academic Advising training will gain access to the Advisor Package Role and the tools required for SAGE student advising.

1) 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 to the graduate career following the submission of the SAGE Transition Form (see above). Using the *SAMI Admission Portal* (Fig. 3), 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 graduate career and transition eligibility as students complete 120 program eligible units (Fig. 4). Additionally, SAGE advisors can track current and previous SAGE Scholar enrollment (Fig. 5). 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](#)

Figure 3. 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

Fall 2022 Applicants in SAGE Chemical Engineering (SGCHEMS-3)

Last Name or First Name or ID:

Status:

Search

Clear

Total Found: 3 applicant(s)

Option to Download List of Step 2 Submissions

[Download Applicants \(for Excel\)](#)

[Download Applicants \(Raw Data\)](#)

[Download Test Scores](#)

Click on the table headers to sort by that column.

View Docs			Email, Name, ID	Appl #, Term, CAS ID	AcadPlan, AcadProg	Track Status of Step 2 Form		ES Residency PS Res (Visa), ServInd-Term	NSComplete, IntentEnrl, OriSession, AdmLetterDate	Enrolled	Highest Score(s)
	Dcsn	Chk List				Status	ActionDate				
				Fall 2022	SGCHEMS-3 MSD	CCLS	03/31/2022	CA Resident R EREFU-0000 SAPV-2224 DCOMP-2214 SCHP-2222 ENGFR-2183 NSC-2184 TSRCD-2184	- - - -		

Figure 4. Student Affairs Multi Interface (SAMI) - Enrollment Portal

Preliminary Check for Step 2 Eligibility

SAMI Gateway > SAGE Students

* Required field

* Term: Spring 2022 *Use Current Term

Career: UGRD  Select Undergrad to identify Step 1 Students

College: Engineering

Department: 175-CHEM E (Chemical Engineering)

Plan: All

Student ID: *Option to identify a single student by listing ID here.

Student Last Name:

Student First Name:

Search for Results

Total Found: 4 Student(s).
Option to Download Students to Excel

Note: Transfer Units = Overall Units - SJ Units

#	Term	Email, Name, ID	ProjLvl	Career, Acad Prog	College, Dept	Acad_Plan, Plan Descr	Units in Prgr	Transfer Units	SJ Units	Overall Units	SJ Cum GPA	Overall Cum GPA	Admit Term	ExpGradTerm, DegChkStatus PlanReqTerm	P\$	OnBase Docs
1	Spring 2022		Senior	UGRD UGD	ENGR Chemical Engineering	SGCHEBS-1 SAGE Chemical Engineering	12	51.66	99	150.66	4	4	Fall 2018	Spring 2022 PN [Fall 2021]	 Links to PeopleSoft	

Figure 5. 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.

SAGE Students Help Service Directory **SAMI SIGN-OUT**

This service provides a roster of enrolled students in a SAGE program.

* Required field

* **Term:** Summer 2022 Select proper term to check enrollment.

Career: GRAD

College: Education

Department: All

Plan:

Student ID: Click to enter multiple IDs Option to search for individual student

Student Last Name: Option to search for individual student

Student First Name: Option to search for individual student

Select Search for Results

Total Found: 1 Student(s).

Note: Transfer Units = Overall Units - SJ Units

#	Term	Email, Name, ID	Career, Acad Prog	College, Dept	Acad Plan, Plan Descr	Units in Prgr	Transfer Units	SJ Units	Overall Units	SJ Cum GPA	Overall Cum GPA	Admit Term	Exp Grad Term, Deg Chk Status, Plan Req Term	PS	OnBase Docs
1	Summer 2022	04	Graduate	GRAD MSD	CoEd Special Education SOLS2MA-3 SAGE Special Ed MA (EdSp)	3	0	0	0	0	0	Summer 2022	[Fall 2021]	PS	OnBase Docs

Student Schedule

View of Class Schedule when hyperlinked ID is selected in Enrolled Roster

Fall 2022

#	Class#	Subject	Catalog#	Section	Component	Description	Units	CrsID	Instruction Mode	Enroll Status	Enroll Add Date, Enroll Drop Date
1	45164	CHE	176	01	LEC	Energy Storage Sys	3	013533	P (In Person)	ENRL	04-29-2022 -
2	48476	CHE	199	01	SEM	Special Topics CHE & MatE	3	011236	04 (Hybrid - Sync & In Prsn Mtgs)	ENRL	04-29-2022 -
3	47200	CHE	219	01	SEM	Transport Proc	3	001528	04 (Hybrid - Sync & In Prsn Mtgs)	ENRL	04-29-2022 -
4	44109	CHE	280I	02	SUP	Graduate Research I	2	014042	P (In Person)	ENRL	04-29-2022 -
5	50031	CHE	281	01	LAB	Thesis Prep Sem	1	007015	P (In Person)	ENRL	04-29-2022 -
6	47716	CHE	293	01	SEM	Appl Bioinformatics	3	011872	04 (Hybrid - Sync & In Prsn Mtgs)	ENRL	04-29-2022 -

Spring 2022

#	Class#	Subject	Catalog#	Section	Component	Description	Units	CrsID	Instruction Mode	Enroll Status	Enroll Add Date, Enroll Drop Date
1	25223	CHE	163L	01	LEC	UG Chem Eng Lab II	2	001504	P (In Person)	ENRL	10-27-2021 -
2	25225	CHE	163L	03	LAB	UG Chem Eng Lab II	0	001504	P (In Person)	ENRL	10-27-2021 -
3	25231	CHE	165B	01	LEC	Plant Design II	2	013531	04 (Hybrid - Sync & In Prsn Mtgs)	ENRL	10-27-2021 -
4	25232	CHE	165B	02	LAB	Plant Design II	0	013531	P (In Person)	ENRL	10-27-2021 -

2) MyProgress (PeopleSoft):

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 (Fig. 6). Most importantly, you can determine-program applicable units which will allow you to plan when to move into the graduate career (Fig. 7). All student advising notes and communications should be documented via Spartan Connect report submission.

Figure 6. MyProgress - Step 1 (Program Plan, GPA, Undergraduate Graduation Status)

Current Academic Objective		1 of 1	Current Academic Summary	
		Requirement (Catalog) Term		
Career:	Undergraduate	Fall 2020	Last Term Registered:	Fall 2022
Program:	UGD - Undergraduate Degree	Fall 2020	Academic Standing:	Good Standing
Plan:	SAGE Kinesiology	Fall 2021	Overall GPA:	3.061
Expected Grad Term: Spring 2023			SJSU GPA:	3.152
Graduation Status:	Eligible for Graduation			

Figure 7. MyProgress - Progress Toward Transition to Graduate Standing

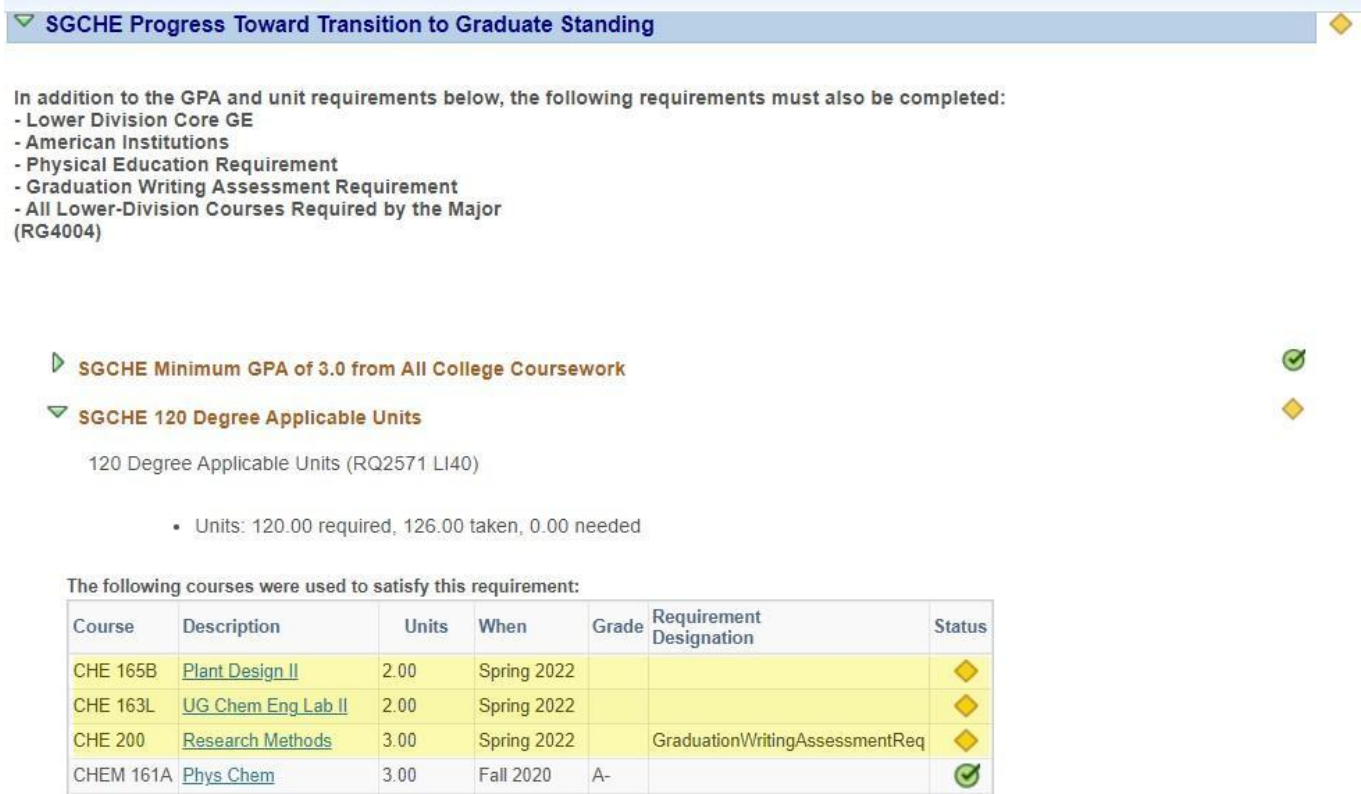
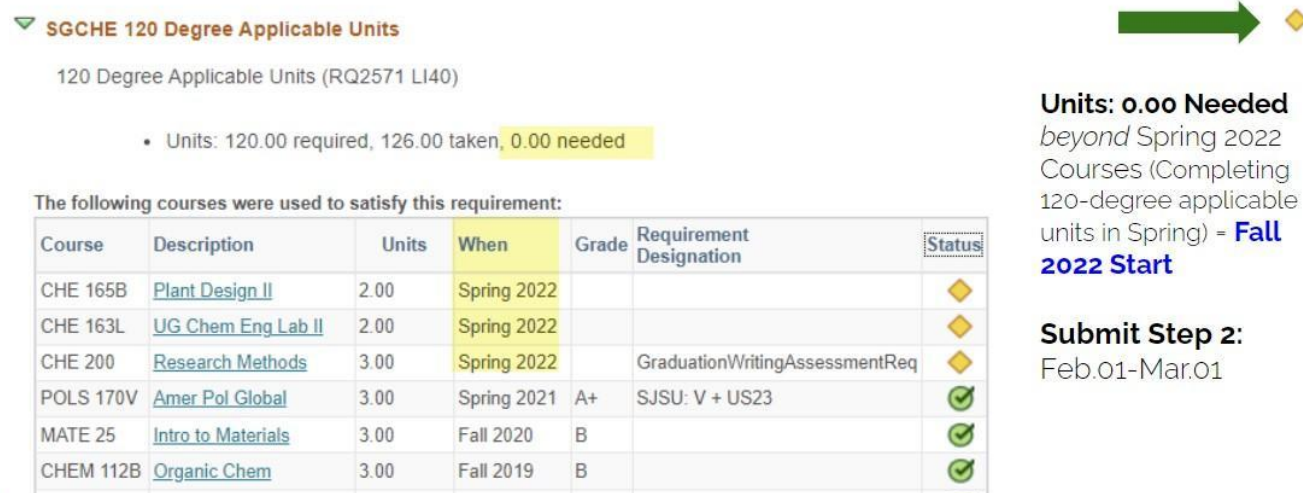


Figure 7 (continued). MyProgress - Program Applicable Units



▼ 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

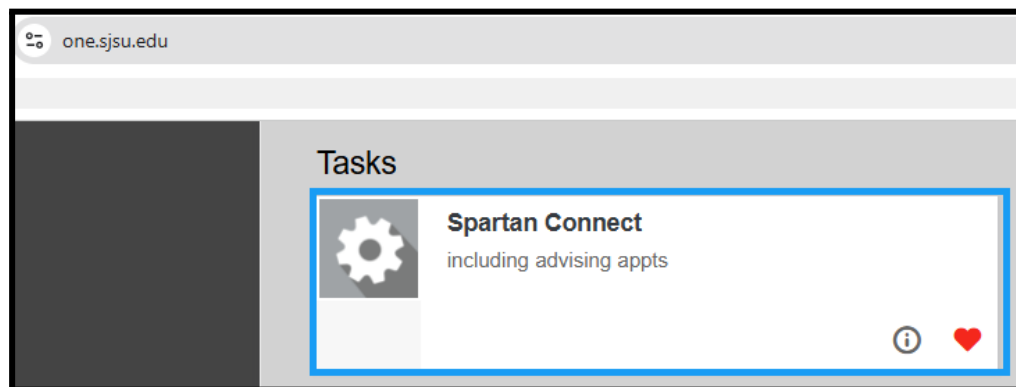
- If 4 units are taken in
Summer 2022, Submit
Step 2: *June 01-July 01* a
Fall 2022 Start

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

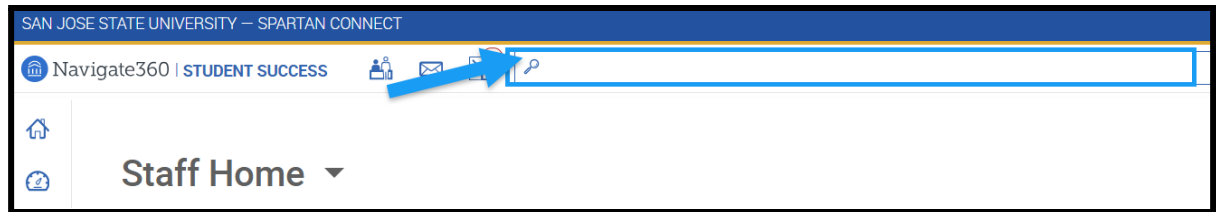
3) Spartan Connect:

SAGE Program Coordinators primarily use Spartan Connect to create SAGE advising records using either Advising Notes or Add a Note on this Student. These notes will allow the Success Center Advisor to see SAGE Program Coordinator's advising recommendation and confirm advising in order to lift semester holds.

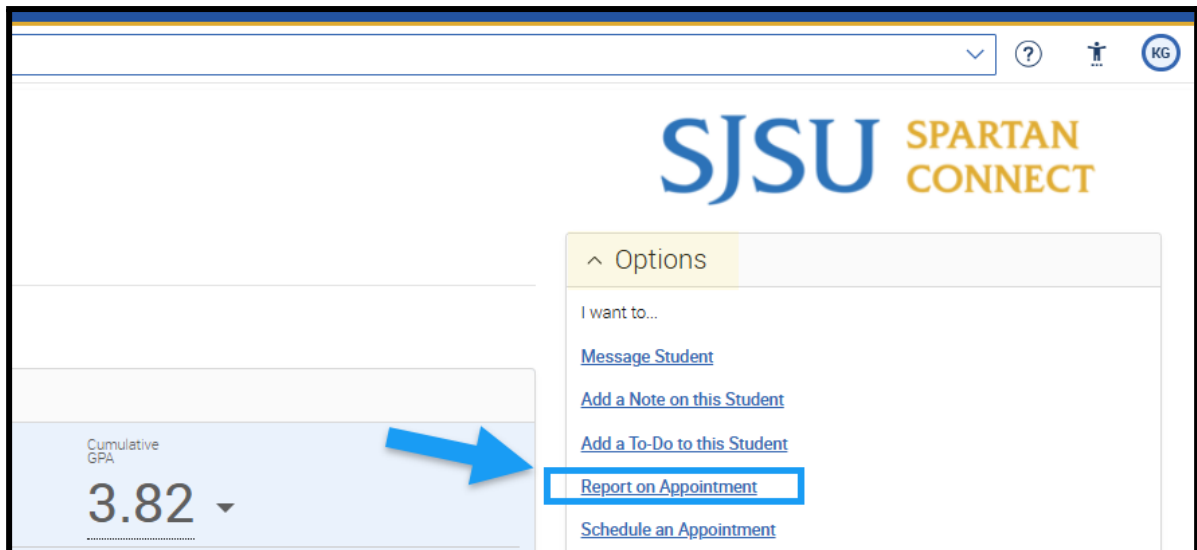
1. Locate **Spartan Connect** on your one.sjsu.edu and log-in



2. Enter Student's **SJSU ID** in the top **Search** field and then, select the Student Name.



3. Identify and select '*Report on Appointment*' from the **Options** item listed on the right-side Navigation Panel.



4. Enter identifying ‘Appointment Details’ field and enter your Advising Notes in the ‘Appointment Summary’ text box [Summary Details not required] and select ‘Save.’

APPOINTMENT REPORT FOR LAUREN

Appointment Details

Care Unit

Academic Advising1x

Location

Department of Electrical Engineering2

Service

SAGE ELECTRICAL ENGINEERING x3

Select Service

Course

Start typing to search all courses4

Meeting Type

IN PERSON x5

Select Meeting Type

Date of visit

01/12/20266

Meeting Start Time

11:00am7

 to Meeting End Time

11:30am8

All times listed are in Pacific Time (US & Canada).

Attendees

Katrice Gibson

4089248131

Advisor, Study Hall Monitor

☒ Attended

Summary Details For Lauren

Assignments Discussed

Objectives of the Session

Study Skills Used

Goals for Next Session

Student arrived on time and was ready to begin our session.

☐ Yes ☐ No ☐ N/A

Student was prepared (attended class, read lesson, had notes, etc.)?

☐ Yes ☐ No ☐ N/A

Student asked for explanation of material not understood?

☐ Yes ☐ No ☐ N/A

Student responded positively to instruction (as you suggested)?

☐ Yes ☐ No ☐ N/A

Student was aware of future assignments?

☐ Yes ☐ No ☐ N/A

Student shows a better understanding of the material since our last session.

☐ Yes ☐ No ☐ N/A

Appointment Summary

ParagraphB ILinkList Bulleted Numbered Undo Redo

Enter Advising Notes Here in Summary Box (Option to Attach File, if applicable)9

Attachments

Attach File

Choose FileNo file chosen

5. Advising Appointment Notes will display in the Student’s History via Spartan Connect

Academic Advising Appointment ▾

Tue, Oct 28, 2025

SAGE - Degree Progress

Time: 10/28/2025, 11:00 AM - 11:15 AM PT

Location: Graduate Admissions and Program Evaluations

Comments:

Appointment Summary Notes

SAGE Coordinator, Dr. Adams, confirmed by email to GAPE: "After speaking with Mark, he would like to go with scenario #1. I will remind him to change his graduation date and make sure that his classes are 100-level and above."

Departments could alternatively choose to '[Add a Note on this Student](#),' instead of '*Report on Appointment*,'

- This action will be labelled as "**Note Added**,"not as an Advising Appointment, in Spartan Connect.
- SAGE Coordinators should only use this option, if this is the agreed-upon workflow between the SAGE Program Department and Success Centers.

SJSU SPARTAN
CONNECT

^ Options

I want to...

[Message Student](#)

[Add a Note on this Student](#)

[Add a To-Do to this Student](#)

[Report on Appointment](#)

[Schedule an Appointment](#)

Note Added ▲

Tue, Sep 16, 2025

Comments:

I had a meeting with Mark today where we discussed classes for next semester. Three of Mark's graduate-level elective classes are populating a university electives. Mark needs assistance with determining if these three classes will only count towards his JS degree or if they can count towards his MS degree. If these three electives can only count towards one degree, Mark will need to take 7 additional units to count towards his university electives.

Exiting a SAGE Program

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. 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.

FAQs

Program applicable units:

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

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.