



GOLDEN GATE UNIVERSITY

OFFICE OF THE REGISTRAR

ASSOCIATE'S DEGREE/BACHELOR'S DEGREE PROGRAM REQUEST

Complete and submit this form if you are nearing completion of the Associate of Arts or Associate of Science program at Golden Gate University and want to pursue a bachelor's program, or if you are pursuing a bachelor's program and have completed the Associate of Arts or Associate of Science program and want to be awarded the AA or AS degree. See instructions on second page of this form for more information.

GGU ID Number _____ Last/Family Name _____ First/Given Name _____

Telephone Number _____ Email Address _____

Desired Degree Program: _____
(Please refer to the degree program codes below.)

I understand that if my request is approved, I become subject to the degree requirements that are in effect on the date the request is approved (current catalog), not the requirements that were in effect when I was admitted to the university.

Student Signature: _____ **Date:** _____

2022-2023 Golden Gate University Undergraduate Degree Programs

Most programs are available in San Francisco. For program availability Online or at other Golden Gate University locations, please contact your academic advisor, consult the GGU Catalog, or call 1-800-GGU-4YOU.

PROGRAM CODE	PROGRAM TITLE	PROGRAM CODE	PROGRAM TITLE
AA.BUSA	ASSOCIATE OF ARTS IN BUSINESS ADMINISTRATION	BA.OLHS	BACHELOR OF ARTS IN ORGANIZATIONAL LEADERSHIP & HUMAN SKILLS DEVELOPMENT
AA.GENL	ASSOCIATE OF ARTS IN GENERAL STUDIES	BA.PSYCH	BACHELOR OF ARTS IN PSYCHOLOGY
AA.LIBST	ASSOCIATE OF ARTS IN LIBERAL STUDIES	BS.ACCTG	BACHELOR OF SCIENCE IN ACCOUNTING
AS.ACMP	ASSOCIATE OF ARTS IN APPLIED COMPUTING	BS.BUSN	BACHELOR OF SCIENCE IN BUSINESS
BA.LAW	BACHELOR OF ARTS IN LAW	BS.DA	BACHELOR OF SCIENCE IN DATA ANALYTICS
BA.MGMT	BACHELOR OF ARTS IN MANAGEMENT		

Students may declare up to two minors for their bachelor's degree programs. Students seeking to declare more than two minors will be required to appeal to the dean for approval. To declare one or more minors, complete the Declaration of Minor Request form.

For Golden Gate University Use Only

Date Received: _____

☐ Approved ☐ Denied

Denial Reason: _____

Alternative Program Recommendation: _____

Academic Advisor: _____

Date: _____



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For this request to be processed in a timely manner, students should complete the following steps:

1. Communicate with their academic advisors about their options to obtain pre-approval to submit this form.
2. Complete and submit this form if: (a) they are in their final trimester of the Associate of Arts or Associate of Science program and want to begin a bachelor's program in the following trimester; **OR** (b) they are currently enrolled in a bachelor's program, have completed ALL Associate of Arts or Associate of Science program requirements, and want to be awarded the Associate of Arts or Associate of Science degree. This form will also be accepted within one calendar year following the conferral of a student's Associate of Arts or Associate of Science degree for the student to be admitted into a bachelor's program. Students who fail to submit the form in a timely manner will be required to apply for admission to a bachelor's program through the regular admission process.

PROCESSING STEPS:

After submission to the Registrar's Office, this form will be forwarded to the student's academic advisor. If the request is approved, the academic advisor will add the requested program to the student's academic record. The student's academic advisor will send a response to this request to the student via email within 20 working days of the receipt of the petition. Students may contact their academic advisor with any follow-up questions.

GRADUATION APPLICATION:

Students must apply for graduation online via [myGGU/Self-Service](#) at: <https://colleaguess.ggu.edu/Student/Student/Graduation> to have the **Associate of Arts** or **Associate of Science** degree awarded. If students were originally admitted to a bachelor's program, their academic advisors must add the Associate of Arts or Associate of Science program to their academic records before they can apply for graduation via myGGU/Self-Service.

SUBMISSION INSTRUCTIONS:

Submit completed form to the Registrar's Office via email at records@ggu.edu, via fax to (415) 442-7223, or in-person or via mail to: Golden Gate University, Office of the Registrar, Suite 1350, 536 Mission Street, San Francisco, CA 94105-2968.

If you have any questions regarding the form or the process, please contact the Registrar's Office at (415) 442-7260 or your academic advisor.