Graduate Credit for Excess Units Completed as an Undergraduate

Office of Graduate Studies
California State University, Chico

Excess units are defined as units completed in addition to the requirements for the baccalaureate and all other undergraduate program objectives. CSU, Chico students who meet certain conditions may have excess units taken in their final undergraduate semester approved for graduate credit toward a master’s degree. To request approval of these units, you must:

1. Have a cumulative grade point average of at least 2.75 at the start of your final undergraduate semester.
2. Be within 9 units of completing all baccalaureate and other undergraduate program objective requirements at the start of your final undergraduate semester.
3. Take no more than 9 units of 400/500/600-level coursework for graduate credit.
4. Enroll in no more than a total of 15 units for the semester.

The petition must be signed by both your undergraduate advisor and future graduate coordinator and submitted to the Office of Graduate Studies no later than the end of the second week of the semester of your enrollment in the coursework. If you are requesting graduate credit in any 400- or 500-level courses, include the supplementary attachment signed by the course instructors to confirm that you will be held to graduate requirements in each 400/500-level course listed.

Once submitted, a preliminary review of your petition will be completed to determine if you are in compliance with the policy, and you will be notified if there are any initial problems. However, the final review and award of graduate credit cannot happen until after you have been cleared for the baccalaureate. At that time it will be confirmed that the requested units are in excess of the baccalaureate and all other undergraduate program objectives, and that the policy requirements have been met. You will be notified of the final outcome when the petition review has been completed.

If you fail to graduate at the end of the semester or summer session during which the excess units were taken, those units will not be awarded graduate credit. Inclusion of excess units in an approved master’s degree program is subject to approval by your individual graduate advisory committee.

Please print or type the following information:

Name:__________________________ Chico State ID:__________________________
Email:__________________________ Date of Baccalaureate:_____________________
Telephone:_______________________ Master’s Degree Objective:_____________________

I request that graduate credit be awarded for the following coursework completed during my final undergraduate semester and in excess of all baccalaureate and other undergraduate program objective requirements. I have reviewed the above conditions for graduate credit and understand that my request will not be approved if all conditions are not met.

________________________________________________________________________
Signature………………………………………Date……………………………………

<table>
<thead>
<tr>
<th>Dept. &amp; Course No.</th>
<th>Course Title</th>
<th>Units</th>
<th>In Excess Y/N (Office use only)</th>
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Approval Signatures:

Undergraduate Advisor ___________________________ Graduate Coordinator ___________________________

FOR OFFICE USE ONLY
Evaluator, Student Records and Registration ___________________________

Graduate Studies Review

Approved Denied Date:___________________________________________
Number of Units approved:________________________________________

Evaluator, Office of Graduate Studies ___________________________

11/2012
400/500-level Courses Taken for Graduate Credit
Confirmation of Graduate Credit Earned

Office of Graduate Studies
California State University, Chico

Students petitioning for graduate credit in 400/500-level coursework taken during their final undergraduate semester must complete and submit this form to confirm that they have been held to the more rigorous requirements for the advanced credit. Please obtain the needed confirmation from the instructor of each course, and submit this form and your petition for Graduate Credit for Excess Units Completed as an Undergraduate to the Office of Graduate Studies no later than the first week of the semester of your enrollment in the courses.

Student’s Name:__________________________________________
Chico State ID:__________________________________________
Semester of Enrollment:____________________________________

Confirmation of Graduate Credit Earned--To Be Completed by Course Instructors

Though still an undergraduate, the student indicated above is petitioning to receive graduate credit for enrollment in your 400/500-level course and should be held to the more rigorous requirements established for graduate students in the course.

* * * * *
Instructor’s Name (please print):______________________________
Course Number and Title:________________________________________
I understand that the student indicated above is taking this course for graduate credit, and I will hold him/her to the more rigorous requirements for the advanced credit.

________________________________________ Date
Signature of Instructor  

* * * * *
Instructor’s Name (please print):______________________________
Course Number and Title:________________________________________
I understand that the student indicated above is taking this course for graduate credit, and I will hold him/her to the more rigorous requirements for the advanced credit.

________________________________________ Date
Signature of Instructor  

* * * * *
Instructor’s Name (please print):______________________________
Course Number and Title:________________________________________
I understand that the student indicated above is taking this course for graduate credit, and I will hold him/her to the more rigorous requirements for the advanced credit.

________________________________________ Date
Signature of Instructor  

11/2012