

## Request for Award of 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. Students who meet certain conditions may apply excess units taken in their final undergraduate semester 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 requirements for the baccalaureate at the start of your final undergraduate semester.
3. Take no more than a total of 9 units of 400/500/600-level course work for graduate credit. Total enrollment in units required for the baccalaureate and taken for graduate credit may not exceed 15 units.

The petition must be filed in the Office of Graduate Studies within the first month of your final undergraduate semester and include the approval signatures of both your undergraduate advisor and future graduate coordinator. Complete and attach the second page if you are requesting graduate credit in any 400/500-level courses. The petition will be reviewed after you have been cleared for the baccalaureate to determine that the requested units are in excess and that all requirements have been met. You will be notified of the outcome at the time.

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: \_\_\_\_\_ Expected date of Graduation (baccalaureate): \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Master's Degree Objective: \_\_\_\_\_

I request that graduate credit be awarded for the following course work completed during my final undergraduate semester and in excess of all baccalaureate 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

Dept. & Course No.	Course Title	Units	In Excess Y/N (Office use only)

**Approval Signatures:**

\_\_\_\_\_  
 Undergraduate Advisor Graduate Coordinator

<p><b>FOR OFFICE USE ONLY</b>                  The indicated courses are in excess of all baccalaureate requirements.</p> <p>_____                  Evaluator, Student Records and Registration</p>	<p><b>Graduate Studies Review</b>                  Approved Denied Date: _____                  Number of Units approved: _____</p> <p>_____                  Evaluator, Office of Graduate Studies</p>
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