



GRADUATE CREDIT FOR EXCESS UNITS COMPLETED AS AN UNDERGRADUATE

Excess units are defined as units completed in addition to the requirements for the baccalaureate. Chico State students who meet certain conditions may have excess units taken in their final undergraduate semester approved for graduate credit towards 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 nine to twelve units of completing all baccalaureate and all other undergraduate program objective requirements at the start of your final undergraduate semester.
3. Take no more than nine to twelve units of 400/500/600-level courses for graduate credit.
 - For students in a Blended Master's Program: no more than 12 units of a combination of blended coursework, excess units taken as an undergraduate, and any transfer coursework (including special session and Open University);
 - For students in a stand-alone Master's Program: no more than 12 units of a combination of excess units taken as an undergraduate, and any transfer coursework (including special session and Open University);
4. For both Blended and stand-alone Master's Programs: cannot exceed 9 out-of-residence units. At least 21 units of their program (or 70%) must be courses taken at CSU, Chico in a state-supported regular session.
5. Enroll in no more than a total of 15 units for the semester.
6. If you are taking 400/500-level coursework for graduate credit, please complete the information on the second page.

Submit your Petition for Graduate Credit form to 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 that the policy requirements have been met. You will be notified of the 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, the units will not be awarded graduate credit. All approved excess units will be noted on the record. However, inclusion of the units in a master's degree program is subject to approval by your graduate program advisors.

Please Note:

- Excess units can be noted for a credential objective by submission of a written request to the Office of the Registrar at the time of your clearance for the baccalaureate.
- **Students should check with the Office of Financial Aid and Scholarships to see how excess units may affect their financial aid.**

PLEASE COMPLETE THE FOLLOWING:

Name: _____ Student ID: _____

Chico State Email: _____ Phone Number: _____

Date of Baccalaureate: _____ 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: _____

Dept. & Course Number	Course Title	Units	In Excess Y/N (Office use only)

APPROVAL SIGNATURES:

Undergraduate Advisor

Graduate Coordinator

Graduate Studies Review: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Confirmed with Grad Advising Date: _____ Number of Units approved: _____ _____ <small>Evaluator, Office of Graduate Studies:</small>

400/500-LEVEL COURSES TAKEN FOR GRADUATE CREDIT CONFIRMATION OF GRADUATE CREDIT EARNED

Students petitioning for graduate credit in 400/500-level coursework taken during their final undergraduate semester must complete and submit both sides of this form to confirm that they have been held to the more rigorous requirements in the 400/500 level for advanced credit.

Please obtain the signature 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.

Name: _____ Student 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: _____

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.

Signature of Instructor: _____ Date: _____

Instructor's Name: _____

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.

Signature of Instructor: _____ Date: _____

Instructor's Name: _____

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.

Signature of Instructor: _____ Date: _____

Instructor's Name: _____

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.

Signature of Instructor: _____ Date: _____