

Graduate Credit for Excess Units Completed as an Undergraduate

Office of Graduate Studies
 Student Services Center, Room 460
 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 complete 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

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

Approval Signatures:

 Undergraduate Advisor

 Graduate Coordinator

<p>GRADUATION ADVISING USE ONLY The indicated courses are in excess of all baccalaureate and other undergraduate program objective requirements.</p> <p>_____ Graduation Advisor</p>	<p>Graduate Studies Review Approved Denied Date: _____ Number of Units approved: _____</p> <p>_____ Evaluator, Office of Graduate Studies</p>
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**400/500-level Courses Taken for Graduate Credit
Confirmation of Graduate Credit Earned**

Office of Graduate Studies
Student Services Center, Room 460
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.

Signature of Instructor

Date

* * * * *

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.

Signature of Instructor

Date

* * * * *

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.

Signature of Instructor

Date