California State University, Los Angeles

Request for Graduate Credit for Undergraduate Work

Instructions to Student: **A separate form must be submitted for each course.** Students must submit this form to Enrollment Services, Administration 146, prior to taking the listed course.

Name _____

Street Address _____

City _____ State _____ Zip _____

Undergraduate students with 90 semester units completed may take for graduate credit a maximum of 9 semester units in courses beyond the minimum requirements for the baccalaureate degree, provided they have maintained a grade point average of 2.75. Graduate credit is allowed for courses numbered in the 4000 and 5000 series only. Enrollment in any course for which graduate credit is requested must be approved in advanced by the instructor teaching the course, the student's advisor and the coordinator/chair/director of the program/department/division/school offering the courses. *If approved, the courses will be moved to the Graduate career after the completion of the first Graduate level semester.*

Required Information

1) Expected date of Graduation: _____ *Semester* _____ *Year*

2) Student CIN # _____

3) Contact Phone # _____ e-mail _____

4) Student Signature: _____ *Date*

Requested Course to be Completed for Graduate Credit

I request Graduate credit for the following course: _____ *example: Phil 470* Term Taken _____ *example: Fall 2009*

Approvals:

GRANT	DENY			
☐	☐	Instructor	*Signature*	*Date*
☐	☐	Academic Advisor	*Signature*	*Date*
☐	☐	Coordinator/Chair/Director	*Signature*	*Date*

For Office Use Only

	Met	Not Met
1) Courses must be 4000 or 5000 level		
2) 3 approval signatures required		
3) 2.75 cumulative GPA required in all baccalaureate work		
4) Course must not be used towards Bachelors degree		

Graduate Credit has been ☐ Granted ☐ Denied

If denied, reason for denial (refer to "Not Met" column) _____

evaluator *date* *extension*