Graduate Credit for Undergraduate Work Request

Use this form to request approval to receive graduate credit for undergraduate work. The approved application must be delivered to the Office of the Registrar, Administration 409, during the semester before that in which courses are to be taken.

STUDENT IDENTIFICATION

Bring your Golden Eagle One Card or other photo identification when dropping off this form in the Records Office, ADM 409.

Name:	CIN:

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 advance by the instructor teaching the course, the student's adviser and the coordinator/chair/director of the program/department/division/school offering the course.

REQUIRED INFORMATION

1. Expected Date of Graduation (Semester/Year):

2. Contact Information	Phone:	Email:

3. Student Signature: _____ Date: _____

REQUESTED COURSE TO BE COMPLETED FOR GRADUATE CREDIT

I request graduate credit for the following course:

Course: _____ *Example: PSY 4650*

Term taken: _____ *Example: Fall 2018*

Approvals:	Signature	Date
Instructor: Grant Deny		
Advisor: Grant Deny		
Coordinator/Chair/Director: Grant Deny		

FOR OFFICE USE ONLY

	Met	Not Met
1. Course must be 4000 or 5000 level	☐	☐
2. 3 approval signatures required	☐	☐
3. 2.75 cumulative GPA required in all baccalaureate coursework	☐	☐
4. Course must not be used towards bachelor's degree	☐	☐

Graduate Credit has been:	Granted ☐	Denied ☐

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

Evaluator Signature:	Date:	Extension:

Return to: Office of the Registrar • ADM 409 • 5151 State University Drive • Los Angeles, California 90032