## CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA Graduate Studies Office

## Request by an Undergraduate for:

- Graduate Credit in Graduate Course
   Graduate Credit in Undergraduate Course
   Have you submitted application for graduation?
   Yes □ No □
- Undergraduate Credit in Graduate Course

  If so, for which Term/Year:

  Please check one box below for each course

## Petition must be approved and filed by the last week of the quarter in which the course is taken

	• •	-			-		
Name:					Bronco Number:		
	Last	First		Mi.			_
Address:					Phone Number:		
	Number/Street						
					Cal Poly Email:		
	City	State	Zip				
Major:		Cal Poly GPA:		Upper-I	Division GPA:	Total Units Completed:	

- · A Student must have:
  - An upper-division Cal Poly GPA of at least 2.75 (some programs require higher)
  - Senior standing (135 units or more completed)
  - Satisfied the appropriate prerequisite(s)
- Undergraduate students must file this petition and obtain appropriate department approval to receive graduate credit or undergraduate credit for coursework outside of their approved curriculum. Eligible students may apply for up to 13-quarter units of graduate and undergraduate courses (300, 400, and 500 level) to be taken for graduate credit and up to 13-quarter units of graduate courses (500 level) to be taken for undergraduate credit. This petition alone does not guarantee that the student will be registered in the class. Students may need to contact the appropriate academic department to obtain a permission number for the class they wish to take.
- A course may be taken for graduate credit only if it is not required as part of the student's undergraduate curriculum.
- An undergraduate student enrolled in a graduate course is graded on the same basis as is a graduate student.
- An undergraduate may not register in any 600-level course.
- This petition alone does not guarantee that the course will satisfy a degree requirement or guarantee admission into a graduate program. Student should consult with graduate coordinator about master's degree requirements.
- Student must obtain signature of his/her undergraduate major department chair and College Dean.
- A student who applies for **graduate credit** and receives a grade of "C" or lower may be subject to disqualification in their first quarter of being admitted into a graduate program. Student should consult with their advisor or Registrar's office for more information.

COURSE(S)	Catalog	Course Title	Units/Qtr/Year	Request for:	
Department	Number			Please check one box per course:	
Abbreviation				(Only 300, 400 and 500 level courses	
				can be counted towards graduate	
				credit)	
				Undergraduate credit	
				Graduate credit	
				Undergraduate credit	
				Graduate Credit	
				Undergraduate credit	
				Graduate Credit	
Reason for Req	uest				
Student's Signature			Date:		
Approvals:					
Student's und	lergraduate r	Date			
College Dear	l			Date	
Reviewed by Graduate Studies Analyst				Date	

Distribution: It is suggested that each party make a copy of this form before forwarding.