



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 135 quarter units completed may take for graduate credit a maximum of 13 quarter 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 400 and 500 series only. Enrollment in any course for which graduate credit is requested must be approved in advanced by the 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 quarter.*

Required Information

- 1) Expected date of Graduation: _____
Quarter 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: _____ Term Taken _____
example: Phil 470 example: Fall 2009

Approvals:

GRANT	DENY	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Instructor	Signature	Date
<input type="checkbox"/>	<input type="checkbox"/>	Academic Advisor	Signature	Date
<input type="checkbox"/>	<input type="checkbox"/>	Coordinator/Chair/Director	Signature	Date

 For Office Use Only

	Met	Not Met
1) Courses must be 400 or 500 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