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 advance 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 quarter.

**Required Information**

1) Expected date of Graduation: 

2) Student CIN #

3) Contact Phone # e-mail

4) Student Signature: 

Requested Course to be Completed for Graduate Credit

I request Graduate credit for the following course: 

Term Taken

**Approvals:**

| Instructor | Signature | Date 
| --- | --- | --- |
| Academic Advisor Signature | Date 
| Coordinator/Chair/Director | Signature | Date |

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**For Office Use Only**

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)