

UNDERGRADUATE PETITION TO ENROLL IN GRADUATE (200-LEVEL) COURSES
 RETURN THE COMPLETED FORM TO THE DIVISION OF GRADUATE STUDIES, FRANK W. THOMAS BUILDING, ROOM 130 (MAIL STOP TA 51)

Name _____ ID # _____ Phone _____

Address _____
 Street City State Zip GPA _____ Undergrad Major _____

ELIGIBILITY: Advanced-level graduate courses are specifically designed for use toward a graduate degree. Therefore, undergraduate enrollment in such coursework is not available. A special exemption may be made for undergraduate last-semester seniors permitting limited enrollment in 200-level courses provided that they satisfy the following criteria: possess a minimum overall GPA of 3.0; will apply for the baccalaureate degree in the current semester; have completed all general education and core requirements in the major; and secured the approval from the Division of Graduate Studies on this form. Students must demonstrate and satisfactorily meet the professional, personal, scholastic, and other standards for graduate study.

POST-BACCALAUREATE CREDIT: Post-baccalaureate credit for possible future use toward a master's degree is only granted for upper-division and graduate courses not used toward the baccalaureate degree as a last semester senior, provided the student takes such coursework in the semester in which he/she applies for, and is granted, the baccalaureate degree. Use of such credit toward a graduate degree requires special approval and is limited to one- third of the total units required in the graduate program.

REQUIREMENTS:

- ✓ **Yes** ✓ **No** (If you check "No" to any of these requirements, you are not eligible to enroll in 200-level courses.)
- Is your cumulative GPA 3.0 or higher? Indicate your cumulative GPA: _____
 - Have you completed all General Education requirements? Date of completion: _____
 - Last-Semester Senior in the semester in which course(s) will be taken
 - Students must apply for the Baccalaureate degree to be granted approximately the first two weeks of the semester. If you fail to make application, you will be dropped from graduate coursework.

STUDENT INSTRUCTIONS: 1. Attach an unofficial CSUF transcript, including your last semester's grades and current GPA, for review by faculty in your department. 2. Attach a copy of your Degree Progress Report (DPR), under "My Audit – Audit Results Tab". **Petitions submitted without this documentation cannot be processed at any level.** For each course listed, obtain the recommendation and signature of the instructor, and that of the Graduate Degree Program Coordinator in the department where the course is located. If your petition is approved, you must add the course(s) yourself on-line.

FACULTY INSTRUCTIONS: Review the student's current GPA to determine whether he/she possesses a minimum GPA of 3.0 or higher as required. It is the student's responsibility to document this for you. The Graduate Coordinator's signature confirms that the student will meet all university and program requirements for admission as a graduate student upon graduation provided the GPA is maintained for such admission.
Note to Faculty/Department: *Do not issue a permission number(s) until notification of an approved petition has been received.*

Faculty must verify that prerequisites have been completed for each 200-level course listed below:

Department	Course Prefix, Number, Title	Units	List Prerequisites Completed	Instructor's Signature	Dept. Graduate Program Coordinator Recommendation

Undergraduate Major Adviser's Signature _____ Date _____ Semester in which above course(s) will be taken _____

FOR GRADUATE STUDIES USE ONLY

CUM GPA _____ ON _____ UNITS

PREREQ. COMPLETED: _____ YES _____ NO

GE REQUIREMENTS COMPLETED
 _____ YES _____ NO

APPROVED _____ DENIED _____ REASON: _____

BAC. DEGREE APP. FILED
 _____ YES _____ NO

STUDENT NOTIFIED _____ DEPARTMENT NOTIFIED _____ DROP FORM FILED WITH REGISTRAR(DATE) _____