



Petition for Graduate Credit
Office of the Registrar

Use this form to receive graduate credit for courses taken during your final term of undergraduate attendance at CSUEB.

Instructions:

- 1. Submit completed form with signature approval of Graduate Department Chair in one of the following ways:
a. In person to the Enrollment Information Center...
b. Fax to the Office of the Registrar...
c. Email to reg@csueastbay.edu

Student Name: _____ Net ID: _____

Horizon E-Mail Address: _____ Phone Number: _____

Student Agreement

- Students must have a minimum 2.00 GPA to submit a Petition for Graduate Credit.
Classes taken for graduate credit must be completed in a student's final term of graduation as an undergraduate student at Cal State East Bay.
Graduate credit earned during your last undergraduate term does not constitute residence credit, and may be applied as graduate credit pending the approval of the graduate department.
A maximum of thirty-percent (30%) of a graduate student's program may be completed with non-resident credit. Examples below:
o Quarter: In a 45-quarter unit program no more than 13 quarter units can be non-resident.
o Semester: In a 30-semester unit program no more than 9 semester units can be non-resident.
If the total number of units that you use in the last term of your undergraduate career toward your graduate degree uses all of your non-residence credit allowance, you will not be able to use any transfer, Extension, or Open University units toward your master's degree.
This form must be received prior to the awarding of a student's baccalaureate degree.

Student Signature: _____

Apply graduate credit for the following courses taken during my last term as an undergraduate student:

Table with 5 columns: Course Name, Course Number and Section, Units, Graduate, Undergraduate. It contains four empty rows for data entry.

Signature of Approval from Graduate Department Chair: _____

For Office Use Only: [] Approved Processed by: _____ Date: _____
[] Not Approved _____