

# Request for Award of Graduate Credit for Units Completed as Undergraduate at SJSU



Instructions for Student (IMPORTANT)

1. This form is to apply undergraduate units taken at SJSU to your graduate career. You do not need to petition to take a graduate course if you are still an undergraduate and do not plan on transferring the course to your graduate career.
2. Only graduate or credential students already admitted and attending at least their first graduate semester may complete this form.
3. None of the courses to be applied to your graduate career may have been used for your undergraduate or second baccalaureate degree.
4. Only the course units will be applied to your graduate career, grade points will still remain on your undergraduate career. (No Exceptions)
5. Your graduate advisor signature is required before form can be submitted.
6. List all information completely or form may be returned to you.

**Student Information**

\_\_\_\_\_  
 Last Name

\_\_\_\_\_  
 First Name, M.I.

\_\_\_\_\_  
 Mailing Address

\_\_\_\_\_  
 City State Zip

\_\_\_\_\_  
 Student ID Number (REQUIRED)

\_\_\_\_\_  
 Email Address

Today's Date	Semester and Year Undergraduate Degree was earned at SJSU (notate NONE if degree was not earned at SJSU):
Graduate Major:	
Graduate Advisor (Print):	Graduate Advisor Signature:

I request internal transfer work to be used on my graduate/credential work for the following:	
_____ Dept and Course Number	_____ Units
_____ Course Title	_____ Grade
_____ Semester and Year taken	
_____ Dept and Course Number	_____ Units
_____ Course Title	_____ Grade
_____ Semester and Year taken	
_____ Dept and Course Number	_____ Units
_____ Course Title	_____ Grade
_____ Semester and Year taken	

**For Office Use Only – Do Not Write Below This Line**

Action by Graduate Admissions & Program Evaluation Office:

Approved

Denied \_\_\_\_\_

Reviewed By \_\_\_\_\_

Date \_\_\_\_\_