

GRADUATE CREDIT PETITION

Instructions:

To Undergraduate students: please complete this petition and email to your **major academic advisor** to review. Petition must be approved and filed at the Registrar's Office by the last week of the semester in which the course is taken.

Please check box applies:

- Graduate Credit for Graduate Course (5000 level courses)
 Graduate Credit in Undergraduate Course (upper-division courses)

Last Name: _____ First Name: _____ Middle Initial: _____

Phone #: _____ Email: _____@cpp.edu Bronco ID: _____

Major: _____ Cal Poly GPA: _____ Upper-Division GPA: _____

Total Units Completed: _____

Have you submitted your Graduation Application? Yes for which Term/Year: _____ No

A Student must have:

- **An upper-division Cal Poly GPA of at least 2.75 (some programs require higher)**
- **Senior standing (90 units or more completed)**
- **Satisfied the appropriate prerequisite(s)**
- Undergraduate students must file this petition and obtain appropriate department approval to receive graduate credit for coursework outside of their approved curriculum.
- Eligible students may apply for up to 9 semester units of graduate and undergraduate courses (upper-division and 5000 level) to be taken for graduate credit.
- This petition alone does not guarantee that the student will be registered in the class. Students may need to contact the appropriate academic department to obtain a permission number for the class they wish to take.
- A course may be taken for graduate credit only if it is not required as part of the student's undergraduate curriculum.
- An undergraduate may not register in any 6000-level course.
- This petition alone does not guarantee that the course will satisfy a degree requirement or guarantee admission into a graduate program. Student should consult with graduate coordinator about master's degree requirements.

Complete course information below

Course Subject	Catalog #	Course Title	Units	Semester/Year

Student's Signature: _____ Date: _____

Student must obtain approval signatures from the departments

DEPARTMENT OF THE MAJOR REVIEW	
Academic Advisor for the Student's Major	Signature: _____ Date: _____
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	
Department Chair for Student's Major:	Signature: _____ Date: _____
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	
Graduate Studies Analyst:	Signature: _____ Date: _____
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	

Department please email this form to registrar@cpp.edu

FOR REGISTRAR'S OFFICE USE ONLY
Processed by: (Initial & Date)