

IMPORTANT INFORMATION

The Postgraduate Credit petition form pertains only to courses completed at CSUF. This petition form is not to be used for courses completed at a transfer institution. If you have completed courses at another college or university and have questions about their possible applicability to your graduate program at CSUF, please contact your graduate advisor for further information.

Petition for Postgraduate Credit

A Petition for Postgraduate Credit is used when a CSUF undergraduate student completes upper-division courses prior to receiving the bachelor's degree which were not required to meet bachelor's degree requirements. In such cases, the student may request that these courses be noted on the CSUF academic transcript as available for postgraduate credit.

A graduate student may petition for a maximum of nine units of postgraduate credit for course work (either 400 or 500 level) taken while earning the undergraduate degree if:

- The course work was not used to meet any of the university's requirements for the baccalaureate degree (including major, minor, concentration or electives)
- The course work was taken during the twelve months prior to the student's graduation with the baccalaureate degree
- The course work was completed with a grade of 'B' or better

Students with a credential only objective are not limited to nine units of postgraduate credit. Lower-division courses cannot be requested for designation as eligible for postgraduate credit.

Instructions for submitting a Petition for Postgraduate Credit:

- 1) Download the **petition** and the **Miscellaneous Fee Assessment** forms that follow.
- 2) **Complete the top section** with your personal information.
- 3) **Complete the left hand column only: A. Courses Requested**
(Leave blank the right hand column: **B. Registrar's Office Verification**)
- 4) **Fill out the Miscellaneous Fee Assessment form** with your name and student ID number.
- 5) **Take both forms to Student Financial Services (UH-180)** and pay the \$20 petition filing fee.
- 6) **Submit petition form and proof of payment to Admissions & Records (LH-114).**

If you are submitting this petition by mail:

- Follow instructions above for steps 1. through 4.
- Mail completed petition form, Miscellaneous Fee Assessment form and \$20 check (payable to 'CSUF') to:
California State University, Fullerton
Attn: Student Financial Services
P.O. Box 6808
Fullerton, CA 92834-6808

*Download forms that follow: **Petition for Postgraduate Credit**
Miscellaneous Fee Assessment*



PETITION FOR POSTGRADUATE CREDIT

Please read the policy statement and detailed instruction on the reverse page before completing section A below. Submit the form at the Admissions and Records Service Center (LH-114). Section B will be completed by the graduation unit supervisor and a copy of the form mailed to you indicating those courses which have been made available for postgraduate credit.

Please print below for use in window envelope:

Name _____ Today's Date _____

Address _____ Telephone _____
Area Code Number

City _____ State _____ Zip Code _____ Undergrad Degree _____

Student I.D. Number _____ Undergrad Major _____

Date of Graduation _____
Expected or Actual

A Courses Requested

Dept/Course No. _____
 Semester _____
 Course Unit Value _____

Dept/Course No. _____
 Semester _____
 Course Unit Value _____

Dept/Course No. _____
 Semester _____
 Course Unit Value _____

Dept/Course No. _____
 Semester _____
 Course Unit Value _____

Dept/Course No. _____
 Semester _____
 Course Unit Value _____

Dept/Course No. _____
 Semester _____
 Course Unit Value _____

Dept/Course No. _____
 Semester _____
 Course Unit Value _____

Dept/Course No. _____
 Semester _____
 Course Unit Value _____

Dept/Course No. _____
 Semester _____
 Course Unit Value _____

B Registrar's Office Verification

<input type="checkbox"/> Available for Postgraduate Credit Verified By _____	<input type="checkbox"/> Not Available for Postgraduate Credit Verified By _____
<input type="checkbox"/> Available for Postgraduate Credit Verified By _____	<input type="checkbox"/> Not Available for Postgraduate Credit Verified By _____
<input type="checkbox"/> Available for Postgraduate Credit Verified By _____	<input type="checkbox"/> Not Available for Postgraduate Credit Verified By _____
<input type="checkbox"/> Available for Postgraduate Credit Verified By _____	<input type="checkbox"/> Not Available for Postgraduate Credit Verified By _____
<input type="checkbox"/> Available for Postgraduate Credit Verified By _____	<input type="checkbox"/> Not Available for Postgraduate Credit Verified By _____
<input type="checkbox"/> Available for Postgraduate Credit Verified By _____	<input type="checkbox"/> Not Available for Postgraduate Credit Verified By _____
<input type="checkbox"/> Available for Postgraduate Credit Verified By _____	<input type="checkbox"/> Not Available for Postgraduate Credit Verified By _____
<input type="checkbox"/> Available for Postgraduate Credit Verified By _____	<input type="checkbox"/> Not Available for Postgraduate Credit Verified By _____
<input type="checkbox"/> Available for Postgraduate Credit Verified By _____	<input type="checkbox"/> Not Available for Postgraduate Credit Verified By _____

Please use a second petition form if you are requesting approval for more than ten (10) courses.

Graduation Unit Supervisor _____ Date _____

Those courses checked as "not available for postgraduate credit" were either used towards the baccalaureate degree or do not qualify under policy guidelines.

POLICY

A graduate student may petition for a maximum of nine units of postgraduate credit for course work (either 400 or 500 level) taken during the undergraduate degree if:

- a. the course work was not used to meet any of the university's requirements for the baccalaureate (including major, minor, concentration, or elective)
- b. the course work was taken during the twelve months prior to the student's graduation
- c. the course work was completed with a grade of "B" or better

Students with a credential only objective are not limited to nine units of postbaccalaureate credit.

Appropriate notation will be entered on the student's permanent academic record when course work is made available for postgraduate credit. The use of postgraduate course work on a student's graduate study plan is governed by the general regulations for all graduate degrees and must be approved by the program adviser, the appropriate graduate committee and the associate vice president, Academic Programs.

If you are not in a postgraduate program, there will be no cumulative totals associated with this work. Units approved for postgraduate credit will appear in parentheses and the only indicator of approved postgraduate credit will be the footnote associated with the course.

INSTRUCTIONS

1. You may request postgraduate credit for course work that meets the criteria of the policy statement above by listing the course I.D. (departmental abbreviations and course numbers), course unit values, and the semesters the courses were completed in Section A on the reverse side.
2. Once you have paid the \$20.00 processing fee, submit the petition to the Admissions and Records Service Center (LH-114) not earlier than the month in which the baccalaureate will be awarded. If you have already earned your bachelor's degree, the petition may be submitted at any time. Section B will be completed by the graduation unit supervisor and a copy of the form mailed to you indicating those courses which have been made available for postgraduate credit.



California State University, Fullerton - Office of Admissions and Records
MISCELLANEOUS FEE ASSESSMENTS

OFFICE USE ONLY
 WEB - OK TO PAY
 PETITION FEE ONLY

Please pay the processing fee at the Student Financial Services Office and return this form to the appropriate office.

NAME: _____ **STUDENT ID:** _____

Sign here only to authorize the printing of your Social Security Number on your verification: _____

<small>Office Use Only</small>			
<u>ACCT</u>	<u>FEE</u>	<u>AMOUNT</u>	<u>OFFICE</u>
849	<input type="checkbox"/> Early Grad Verification/Schedule Letter	\$10	Graduation Unit - LH-114
848	<input type="checkbox"/> Graduation Update Fee	\$10	Graduation Unit - LH-114
881	<input type="checkbox"/> #*Enrollment Verification Fee - Current Term Only	\$10	A&R Service Center - LH-114
881	<input type="checkbox"/> #*Enrollment Verification Fee - Prior Terms: ____Total History, or ____Designated Terms _____ <small>please specify</small>	\$10	Records Office - LH-114
881	<input type="checkbox"/> Degree Verification Fee	\$10	Records Office - LH-114
211	<input checked="" type="checkbox"/> Petition Fee (Retroactive Add, Retroactive Withdrawal, G.E. Variation, Reactivate Grad Check, Postgraduate Credit, etc.) CASH, MONEY ORDER, OR PERSONAL CHECKS	\$20	A&R Service Center - LH-114
210	<input type="checkbox"/> Replacement Fee	\$2	A&R Service Center - LH-114
211	<input type="checkbox"/> Graduate Change of Objective Fee	\$10	Records Office - LH-114
211	<input type="checkbox"/> Administrative Late Fee CASH, MONEY ORDER, OR PERSONAL CHECKS	\$20	Graduation Unit - LH-114 (Late Grad Check only)

THIS PRINTED VERSION TO BE USED ONLY FOR PETITION FEE PAYMENT