

**Office of Graduate Studies
Knoles Hall 204**

Petition to Receive Graduate Credit as an Undergraduate Student

IMPORTANT: Read the reverse side to be sure you meet all requirements for receiving graduate credit as an undergraduate.

Last Name _____ First Name _____

Student ID# _____ Faculty Advisor _____

Evaluation of Degree Requirements submitted to Registrar's office _____ (Date) _____

Degree Completion _____ Units needed to complete Bachelor's degree _____
(semester and year)

I applied to Graduate School on _____ for _____ semester.
(date) (semester of enrollment after bachelor's degree received)

Courses Needed for Baccalaureate Degree			
Department (four letters)	Course Number (two or three digit #)	Course Title	Units

Total Undergraduate Units: _____
(≤ 9)

Courses to be counted as Graduate Credit			
Department (four letters)	Course Number (two or three digit #)	Course Title	Units

Total Graduate Units: _____

Total Undergraduate + Graduate Units: _____
(≤ 16, if any 200 level course; ≤ 18 if all courses are at 100 level)

I understand and agree to the regulations of receiving graduate credit as an undergraduate student and verify all regulations have been met.

Student Signature _____ Date _____

Approval Signatures & Dates (It is the applicants responsibility to obtain signatures from the advisor and Graduate Director and take the form to the Registrar's Office.)

1	2
Undergraduate Advisor _____ Date _____	Graduate Director (of program applying to) _____ Date _____
3	4
Registrar's Office - Graduation Secretary _____ Date _____	Graduate School Dean _____ Date _____

Petition to Receive Graduate Credit as an Undergraduate Student
Rules and Regulations

Undergraduates can open a graduate transcript (i.e., receive credit in graduate-level courses while an undergraduate) if they meet all of the following conditions. The undergraduate student must:

- ◆ be within 9 units of completing the baccalaureate degree.
- ◆ be in the last semester of the baccalaureate degree at University of the Pacific.
- ◆ submit the completed *Evaluation of Degree Requirements* form to the Registrar's Office prior to the last day to add classes. This must be submitted before or with the Graduate Credit as Undergrad petition. (This serves as permission by the undergraduate advisor for the student to take graduate-level coursework.)
- ◆ be admitted into the Graduate School in a graduate or credential program and receive approval of the *Application to Receive Graduate Credit as an Undergraduate Student* by the Dean of the Graduate School before the last day to add classes of the last semester as an undergraduate.

The regulations for receiving graduate credit as an undergraduate are as follows:

- ◆ Coursework will not count for graduate credit if the student fails to complete the baccalaureate degree during the semester.
- ◆ The total number of credits for the semester cannot exceed the maximum *graduate* course load of the department providing graduate coursework, this includes coursework taken at other schools.
- ◆ Graduate credit will only be granted for upper division (100 numbered) courses.
- ◆ The tuition rate for the entire semester is at the undergraduate rate.
- ◆ Units cannot be retroactively transferred from an undergraduate to a graduate program. (The approval must be obtained prior to the beginning of the last day to add classes of the last semester.)
- ◆ Graduate courses completed under this agreement will be recorded by the Registrar as a new "Unclassified" graduate student; grades from these courses will not be counted in the undergraduate grade point average (*unless the baccalaureate degree is not completed*).
- ◆ No more than 12 units (16 units for student teachers), no matter when they are earned, can be transferred from an "Unclassified" transcript into a graduate degree program.
- ◆ ***Students who do not complete the baccalaureate degree in the semester when graduate courses are taken will not be admitted into the Graduate School and cannot take additional graduate course work until the baccalaureate degree has been awarded.***
- ◆ **There is no guarantee that graduate units earned as an undergraduate will transfer to or be counted as post-baccalaureate units by other universities or school districts.**
- ◆ Students are not classified as graduate students until they register for courses and complete a term that begins after receiving the baccalaureate degree.
- ◆ Undergraduate students cannot register in graduate-only courses (numbered 200 and above) unless this petition is approved by the Graduate School **prior** to registration or other arrangements have been approved in writing by the Graduate Dean.

Approved by Committee on Graduate Studies, April 16, 1998