

Admission and Registration

Admission to San Diego State University for post-baccalaureate and graduate study is open to those applicants judged by the university to be fully qualified. The process is competitive and the requirements listed below are only the **minimum** required for admission to the university. Many programs have established additional requirements. Prospective applicants should refer to the departmental listings in this bulletin. Students are also advised to contact the departmental offices as soon as graduate work is contemplated for advice as to how to proceed. Some departments stop reviewing applications earlier than others because space is limited.

Importance of Filing Complete, Accurate, and Authentic Application Documents

San Diego State University advises prospective students that they must supply complete and accurate information on the application for admission, residence questionnaire, and financial aid forms. Further, applicants must, when requested, submit authentic and official transcripts of all previous academic work attempted. Official transcripts are defined as transcripts sent that bear the high school or college seal and remain in their original sealed envelope. Failure to file complete, accurate, and authentic application documents by specified deadlines will result in denial of admission, and may result in cancellation of academic credit, suspension, or expulsion (Section 41301, Article 1.1, Title 5, *California Code of Regulations*). This requirement is effective from initial contact with the university and throughout the period the academic record is maintained.

Requirement and Use of Social Security Number

Applicants are required to include their correct social security number in designated places on applications for admission pursuant to the authority contained in Section 41201, Title 5, *California Code of Regulations*, and Section 6109 of the *Internal Revenue Code* (26 U.S.C. 6109). The university uses the social security number to identify students and their records including identification for purposes of financial aid eligibility and disbursement and the repayment of financial aid and other debts payable to the institution. Also, the Internal Revenue Service requires the university to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. This information is used by the IRS to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

Students are issued a nine-digit ID number (Red ID) for transactions that include accessing the SDSU WebPortal, registering for classes, meal plans, using library services, using Blackboard, communicating with The Center for Human Resources, financial transactions, and all student services.

Schedule Adjustment Policy

The schedule adjustment period allows you to drop a course, add a course, withdraw from the university, and change the grading basis of a course. The deadline to DROP a class is at 11:59 p.m. on the 10th day of the term. The deadline to ADD a class, change grading basis or withdraw from the university is at 11:59 p.m. on the 12th day of the term. You are not allowed to make any schedule adjustments after these deadlines and are responsible for knowing the current semester dates for these deadlines, which can be found on the academic calendar and the *Class Schedule* registration notice.

CSU Immunization Requirements

Entering CSU students are required to present proof of the following immunizations to the CSU campus they will be attending before the beginning of their first term of enrollment.

Measles and Rubella. All new and readmitted students must provide proof of full immunization against measles and rubella prior to enrollment.

Hepatitis B. All new students who will be 18 years of age or younger at the start of their first term at a CSU campus must provide proof of full immunization against Hepatitis B before enrolling. Full immunization against Hepatitis B consists of three timed doses of vaccine over a minimum 4 to 6 months period. If you need further details or have special circumstances, please consult Student Health Services at 619-594-5281 or visit <http://shs.sdsu.edu>. Each incoming freshman who will be residing in on-campus housing will be required to return a form indicating that they have received information about meningococcal disease and the availability of the vaccine to prevent contracting the disease and indicating whether or not the student has chosen to receive the vaccination. These are not admission requirements, but are required of students as conditions of enrollment in CSU.

Application Procedures

Applicants for any type of graduate or post-baccalaureate status (advanced degree applicants and those seeking credentials or advanced certificates) must file an electronic CSU Graduate Admission Application available at <http://www.csumentor.edu/> within the appropriate filing period. All applicants, including those who graduated from San Diego State University are also required to complete and submit an application and the \$55 nonrefundable application fee. Applicants for post-baccalaureate programs are limited to the choice of a single CSU campus on each application. In the event that a post-baccalaureate applicant wishes to be assured of initial consideration by more than one campus, it will be necessary to submit separate applications (including fees) to each campus. All masters, doctoral, and credential students should consult the department or program listing in the *Graduate Bulletin* for the specific department and/or program application instructions. In all cases, applicants should send official transcripts and examination scores to Graduate Admissions only. Students are required to apply online. Online applications are available at <http://www.csumentor.edu/>.

Paper applications are no longer printed for general distribution. If an applicant does not have access to a computer or in the case of other extenuating circumstances preventing an applicant from filing an electronic admission application, the applicant should contact Graduate Admissions to make special arrangements.

Application and Admission Process

Admission to San Diego State University for graduate study is a competitive process and open to those applicants who the university judges to be fully qualified to benefit from graduate study. The requirements listed below are the minimum required for admission to the university. Many programs have established additional requirements. Potential applicants should refer to the *Graduate Bulletin* under the departmental listings. Students in their final baccalaureate year who are contemplating graduate study are also advised to contact the departmental offices as soon as possible for information and advice. Some departments stop reviewing applications earlier than others because space is limited.

General Admission Requirements

Applicants for any type of graduate study at San Diego State University must: (a) hold an acceptable baccalaureate degree earned at an institution accredited by a regional accrediting association, or the

applicant has completed equivalent academic preparation as determined by the graduate dean; (b) have attained a grade point average of at least 2.85 in an acceptable earned baccalaureate degree, or at least 2.85 in the last 60 semester (90 quarter) units attempted, or hold an acceptable post-baccalaureate degree earned at an institution accredited by a regional accrediting association; (c) have been in good standing at the last institution attended; and (d) satisfactory scores on GRE or GMAT for degree seeking applicants (not required for credential or certificate applicants). Applicants who do not qualify for admission under provisions (a) and (b) may be admitted by special action if the graduate dean determines that there is other academic or professional evidence sufficient to warrant such action. Applicants from foreign countries see International (Foreign) Student Admission Requirements.

Faculty may register for courses in accordance with the Division of Graduate Affairs policies. Faculty holding the rank of instructor and above may be candidates for degrees on this campus. Faculty may not seek degrees or register for courses within their own departments, programs, or schools and retain faculty status in that unit.

Special Action Admissions

Determination of the admissibility of students by special action shall be governed by the following guidelines when applicable. All applicants for admission by special action must submit at least two letters of recommendation from faculty of the institution that awarded the baccalaureate degree.

1. Students holding baccalaureate degrees from accredited institutions that award credit primarily on a pass-fail basis may be considered for admission providing they meet one of the following criteria:
 - a. At least 60 semester units of letter-graded coursework with a minimal grade point average of 2.85 are included on the student transcripts. Half of these must be at the upper division level.
 - b. If the student transcripts include less than 60 semester units of letter-graded coursework as described above, the applicant may be considered for admission on the basis of the following two criteria: A satisfactory score on both the verbal and quantitative sections of the GRE or GMAT with a minimum mean score of not less than the 30th percentile in each category, and determination by the appropriate faculty unit at San Diego State that any written documentation of classroom performance the student submits reflects academic achievement equivalent to at least a grade point average of 2.85. Such documentation should include written coursework evaluations by the faculty of the institution awarding the degree and may include other documentation such as baccalaureate theses, etc. A relative weakness in one of these criteria may be offset by a strong performance in the other.
2. Students holding baccalaureate degrees from accredited institutions that award credit for prior experiential learning may be admitted providing that:
 - a. The student meets the 60-unit requirement as described in 1. above when general admission requirements are not met.
 - b. At least 24 semester units of credit in the major field are awarded for classroom and laboratory study during a period of matriculation at the degree-granting institution.
 - c. The student provides from the institution granting the credit full documentation showing how the experiential learning was evaluated and the basis on which such credit was awarded.

Examination Requirements

The university requires that applicants for admission to advanced degree programs present satisfactory scores on the Graduate Record Examination (GRE) General Test. All sections (Verbal, Quantitative, Analytical Writing) must be completed. In addition, some programs require that applicants also submit satisfactory scores on the appropriate GRE subject matter test. Some advanced certificate programs require the GRE. Applicants should consult the program listings for specific information. Applicants for admission to the College of Business Administration will take the Graduate Management Admissions Test (GMAT) in lieu of the GRE; students applying for admission to the concentration in Health Management and Policy in the Graduate School of Public Health may submit scores from either the GRE or the GMAT. Students applying for admission to the MSW/JD program will use LSAT scores in lieu of the GRE. Students applying for admission to the MBA/JD program must submit GMAT and LSAT scores. GRE, GMAT, English language, and IELTS scores should be sent electronically to San Diego State University (Institutional Code 4682 for GRE and English language, and 9LT-2P-73 for GMAT). For complete information on the availability of these tests, students or applicants are invited to contact the Student Testing, Assessment and Research Office on campus.

Students who hold advanced degrees from institutions that are members of the Council of Graduate Schools may be exempt from the GRE requirement. Individuals applying for admission to certain graduate programs may petition to waive the GRE General Test or GMAT requirement if the applicant holds a professional doctoral degree from an institution whose professional program is accredited. The waiver must be recommended by the graduate adviser and approved by the graduate dean. The petitioner must demonstrate that the professional degree is integrally related to the degree program to be pursued at San Diego State University. Applicants to doctoral programs must have taken the GRE.

Graduate and Post-Baccalaureate English Language Requirement

All graduate and post-baccalaureate applicants, regardless of citizenship, whose native language is not English and whose preparatory education was principally in a language other than English must demonstrate competence in English. Those who do not possess a bachelor's degree from a postsecondary institution where English is the principal language of instruction must receive a minimum score of 550 or higher (using the paper version) or 213 or higher (using the computer version) or 80 or higher (using the Internet version) on the Test of English as a Foreign Language (TOEFL). Students must obtain a score of 6.5 or better on the International English Language Testing System (IELTS). Individual degree programs may require a higher minimum score. Applicants may be required by a program to submit a score for the Test of Written English (TWE). Several CSU campuses may use alternative methods for assessing fluency in English including Pearson Test of English Academic (PTE Academic), the International English Language Testing System (IELTS), and the International Test of English Proficiency (ITEP).

Admission Categories

Graduate and post-baccalaureate applicants may apply for a degree objective, a credential or certificate objective, or where approved, may have no program objective. Depending on the objective, the CSU will consider an application for admission as follows:

- General Requirements. The minimum requirements for admission to graduate and post-baccalaureate studies at a California State University campus are in accordance with university regulations as well as Title 5, Chapter 1, Subchapter 3 of the California Code of Regulations.

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- Specifically, a student shall at the time of enrollment: (1) have completed a four-year college course of study and hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association, or shall have completed equivalent academic preparation as determined by appropriate campus authorities; (2) be in good academic standing at the last college or university attended; (3) have earned a grade point average of at least 2.5 on the last degree completed by the candidate or have attained a grade point average of at least 2.5 (A=4.0) in the last 60 semester (90 quarter) units attempted; and (4) satisfactorily meet the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities may prescribe. In unusual circumstances, a campus may make exceptions to these criteria.
- Students who meet the minimum requirements for graduate and post-baccalaureate studies may be considered for admission in one of the four following categories:
- **Graduate Classified.** To pursue a graduate degree, applicants are required to fulfill all of the professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus; or
- **Graduate Conditionally Classified.** Applicants may be admitted to a graduate degree program in this category if, in the opinion of appropriate campus authority, deficiencies may be remedied by additional preparation; or
- **Post-Baccalaureate Classified** (e.g. admission to an education credential program). Persons wishing to enroll in a credential or certificate program, will be required to satisfy additional professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus; or
- **Post-Baccalaureate Unclassified.** To enroll in undergraduate courses as preparation for advanced degree programs or to enroll in graduate courses for professional or personal growth, applicants must be admitted as post-baccalaureate unclassified students. By meeting the general requirements, applicants are eligible for admission as post-baccalaureate unclassified students. Admission in this status does not constitute admission to, or assurance of consideration for admission to, any graduate degree or credential program (Most CSU campuses do not offer admission to unclassified post-baccalaureate students).

Continuing Students

Students enrolled in the university with post-baccalaureate standing may request acceptance into an advanced degree curriculum with graduate standing (classified or conditionally classified). Applications for such continuing students are available in the Division of Graduate Affairs. Except in special circumstances, reports of the scores of the GRE General Test, or the GMAT where appropriate must, be on file at the university before continuing students may apply for graduate standing (classified).

Second Bachelor's Degree

San Diego State University is not accepting applications for second bachelor's degrees.

Second Master's or Doctoral Degree

A student desiring to work on a second master's or doctoral degree must petition the Graduate Council for permission to enter a curriculum leading to the second degree. Students must reapply to the university if they have completed a master's or doctoral degree if they choose to pursue a second degree program.

Filing of Transcripts

The applicant must arrange to have one set of official transcripts from EACH college or university attended sent to Graduate Admissions. Transcripts should be requested to be sent AFTER the CSU application has been submitted online. Transcripts requested should include all extension, correspondence, summer session, or evening courses.

A transcript will be considered official and accepted to meet the regulations governing admission only if forwarded directly by the institution attended or sent to the student in a sealed and signed envelope. All records or transcripts received by the university become the property of the university and **will not be released nor will copies be made.**

Timely filing of official transcripts is essential. Failure to furnish such records will delay or preclude consideration for admission to post-baccalaureate and graduate study at the university.

Students pending graduation must submit an official transcript verifying completion of an undergraduate degree within the first semester of attendance. Students who fail to submit their final degree transcript will not be eligible to register the following semester. Students who are restricted from registering will be required to reapply for admission. Foreign and domestic students from foreign universities whose undergraduate degrees have not been verified on an official transcript may submit an official letter of completion from the foreign university.

Determination of Residence for Nonresident Tuition Purposes

University requirements for establishing residency are independent from those of other types of residency, such as for tax purposes, or other state or institutional residency. These regulations were promulgated not to determine whether a student is a resident or nonresident of California, but rather to determine whether a student should pay tuition on an in-state or out-of-state basis. A resident for tuition purposes is someone who meets the requirements set forth in the Uniform Student Residence Requirements. These laws governing residence for tuition purposes at the California State University (CSU) are *California Education Code* sections 68000-68090, 68120-68134, and 89705-89707.5, and *California Code of Regulations*, Title 5, Subchapter 5, Article 4, sections 41900-41916. This material can be viewed on the Internet by accessing the CSU's Web site at www.calstate.edu/GC/resources.shtml.

The Office of Admissions is responsible for determining the residence status of all new and returning students based on the Application for Admission and the Residency Questionnaire. The Office of the Registrar determines residence status for currently enrolled students using the Reclassification Request Form, and, as necessary, other evidence furnished by the student. A student who fails to submit adequate information to establish eligibility for resident classification will be classified as a nonresident.

Generally, establishing California residence for tuition purposes requires a combination of physical presence and intent to remain indefinitely. An adult who, at least one full year prior to the residence determination date for the term in which enrollment is contemplated, can demonstrate both physical presence in the state combined with evidence of intent to remain in California indefinitely may establish California residence for tuition purposes. A minor normally derives residence from the parent(s) they reside with or most recently resided with.

Evidence demonstrating intent may vary from case to case but will include, and is not limited to, the absence of residential ties to any other state, California voter registration and voting in California elections, maintaining California vehicle registration and driver's license, maintaining active California bank accounts, filing California income tax returns and listing a California address on federal tax returns, owning residential property or occupying or renting an apartment where permanent belongings are kept, maintaining active memberships in California professional or social organizations, and maintaining a permanent military address and home of record in California.

Nonresident students seeking reclassification are required to complete a supplemental questionnaire that includes questions concerning their financial dependence on parents or others who do not meet university requirements for classification as residents for tuition purposes. Financial independence is required, along with physical presence and intent, to be eligible for reclassification.

Non-citizens establish residence in the same manner as citizens, unless precluded by the Immigration and Nationality Act from establishing domicile in the United States.

Exceptions to the general residence requirements are contained in *California Education Code* sections 68070-68084 and *California Code of Regulations*, Title 5, Subchapter 5, Article 4, sections 41906-41906.5, and include, but are not limited to, members of the military

and their dependents, certain credentialed employees of school districts and most students who have attended three years of high school in California and graduated or attained the equivalent. Whether an exception applies to a particular student cannot be determined before the submission of an application for admission and, as necessary, additional supporting documentation. Because neither campus nor Chancellor's Office staff may give advice on the application of these laws, applicants are strongly urged to review the material for themselves and consult with a legal adviser.

Residence determination dates are set each term.

Semester Term Campuses

Fall	September 20
Spring	January 25
Summer	June 1

CalState TEACH operates on a trimester system. The residence determination dates for CalState TEACH are as follows:

Fall	September 20
Spring	January 5
Summer	June 1

Students classified as non-residents may appeal a final campus decision within 120 days of notification by the campus. A campus residence classification appeal must be in writing and submitted to:

The California State University
Office of General Counsel
401 Golden Shore, 4th Floor
Long Beach, CA 90802-4210

The Office of General Counsel can either decide the appeal or send the matter back to the campus for further review. Students incorrectly classified as residents or incorrectly granted an exception from nonresident tuition are subject to reclassification as nonresidents and payment of nonresident tuition in arrears. If incorrect classification results from false or concealed facts, the student is also subject to discipline pursuant to Section 41301 of Title 5 of the *California Code of Regulations*.

Resident students who become nonresidents or who no longer meet the criteria for an exception must immediately notify the Office of the Registrar. Changes may have been made in the rate of nonresident tuition and in the statutes and regulations governing residence for tuition purposes in California between the time this information is published and the relevant residence determination date. Students are urged to review the statutes and regulations stated above.

International (Foreign) Student Admission Requirements

San Diego State University offers opportunities for advanced study to those foreign students whose academic preparation meets the standards for admission. "Foreign students" include those who hold US temporary visas as students, exchange visitors, or are in other non-immigrant classifications. SDSU uses separate requirements in the admission of foreign students.

Applicants for any type of graduate or post-baccalaureate study at San Diego State University must: (a) hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association or have completed equivalent academic preparation as determined by the graduate dean; (b) have attained a cumulative grade point average of at least 3.0; (c) have been in good standing at all universities attended; and (d) have satisfactory scores on the GRE or GMAT and TOEFL/IELTS if required. Applicants who do not qualify for admission under provisions (a) and (b) may be admitted by special action if the graduate dean determines that there is other academic or professional evidence sufficient to warrant such action.

Applicants for admission whose education has been in a foreign country must file an application for admission, a detailed evaluation report and a copy of certificates, and detailed transcripts of record from each college or university attended. All documents, transcripts, and test scores must be received by Graduate Admissions no later than the file completion deadline indicated in the applicant's WebPortal account. If certificates and transcripts are not in English, they should be accompanied by certified English translations. Credentials will be evaluated in accordance with the general regulations governing admission to San Diego State University.

Applicants with three-year degrees from a foreign university can be admitted to graduate programs with department approval if they meet the following conditions:

1. The degree is from an accredited institution or one approved by the Ministry of Education in the host country.
2. The degree is verifiable from the student's official transcript;
3. The San Diego State University graduate adviser or department chair makes a strong written recommendation for admission supporting why this student is important to their program and verifying the student has fulfilled preparation for the degree coursework.

All students in this category will be admitted as conditionally classified students with appropriate conditions for being granted classified standing and a deadline by which the conditions must be met that is no later than two semesters after entry to the program.

Applicants whose major education has been in a language other than English must score 550 or higher (using the paper version) or 80 or higher (using the Internet version) on the Test of English as a Foreign Language (TOEFL), or 6.5 or better on the International English Language Testing System (IELTS). Consult Part Five of this bulletin for specific program requirements. These tests are administered in most foreign countries. The university must receive official test scores before admission can be granted. Information as to the time and place at which these tests are given may be obtained by going to Web sites at <http://www.toefl.org> and <http://www.ielts.org>.

Upon arrival at San Diego State University, further tests of English may be given for the purpose of placing students in an English language program commensurate with their linguistic ability in English and to assist advisers in planning an appropriate course of study. Depending upon their performance on the placement test and their academic background, students may be required to enroll in one or more English language course(s) during their first year. Foreign students admitted to the university will be subject to the same competency and placement examinations and standards that govern the rest of the student population.

Insurance Requirement: As a condition of receiving an I-20 or IAP-66 form, all F-1 and J-1 visa, applicants must agree to obtain and maintain health insurance as a condition of registration and continued enrollment. Such insurance must be in amounts as specified by the United States Information Agency (USIA) and NAFSA; Association of International Educators. The campus president or designee shall determine which insurance policies meet these criteria. Further information may be obtained from the International Student Center.

American Language Institute: If English instruction is needed prior to admission to San Diego State University, students may enroll in the American Language Institute. The American Language Institute (ALI) offers preparation in the English language reading, writing, and listening skills necessary for university success. For those students enrolling in the American Language Institute, a conditional admission may be available. Conditional admission is for those students who require acceptance to a university in order to obtain a passport, a U.S. Visa, or government sponsorship. The program is offered to students who do not have an adequate command of English or the required TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) score to qualify for admission to the university. After transcripts of their academic work have been evaluated, students may receive an official letter of conditional admission which states that the student has met all university requirements *except* English language proficiency and may enter the university after achieving appropriate TOEFL or IELTS scores and training at the American Language Institute.

Housing and Scholarship: Arrangements for housing should be completed well in advance of the student's arrival on the campus. Detailed information regarding housing may be obtained from the Office of Housing Administration, San Diego State University. Scholarship aid for entering students is limited; no scholarships are specifically reserved for students from another country. Further information regarding scholarships will be found in the section of this bulletin on Financial Aid.

Upon arrival at San Diego State University, the student should contact the International Student Center.

Limitation of Enrollment

Admission to the university is limited to the number of students for whom an adequate education can be provided by the staff and facilities available. San Diego State University may limit graduate enrollment on the basis of field and aptitude of the applicant.

Members of the faculty of San Diego State University holding appointments at or above rank of instructor or lecturer may not be candidates for degrees on this campus. Faculty may register for courses in accordance with Division of Graduate Affairs policies.

Registration

San Diego State University students register online at <http://www.sdsu.edu/portal>. On campus registration is not conducted. The *Class Schedule* available at <http://www.sdsu.edu/schedule> contains specific information on registration, the courses offered for the term, and a listing of the fees required for enrollment. Students will not be permitted to register until fees are paid. Payment of fees by itself does not constitute registration. **A student is considered registered when: 1) fees have been paid, and 2) at least one course has been added prior to the first day of classes.**

Late Registration. Late registration is allowed during the schedule adjustment period each semester. Students wishing to register late must pay registration fees plus a \$25.00 late fee before 4 p.m. on the 12th class day of the semester. After receiving an add code from the instructor of the course the student wants to add, the student must access the SDSU WebPortal to officially register. The last day to add classes is 11:59 p.m. on the 12th day of the semester.

Improper Registration in Graduate Courses. Only undergraduate students who are completing their bachelor's degree and who have filed a formal request for permission to enroll for concurrent master's degree credit or for concurrent post baccalaureate credit may be authorized to enroll in 600 and higher numbered courses. Undergraduate students who have not received permission for concurrent enrollment may not enroll in 600 or higher numbered courses for any purpose without the prior permission of the graduate dean. Undergraduates who enroll in advanced courses without permission are subject to administrative disenrollment. The registration for graduate students who have not met the stated prerequisites for Course 799A, Thesis, at the time of registration may be canceled.

Concurrent Advanced Degree Credit

The bachelor's degree must be completed at the end of the semester or term in which the concurrent credit is earned.

A senior who has met all of the required competencies in writing and mathematics and who is within 12 units of completing requirements for the bachelor's degree and whose grade point average in the last 60 semester units attempted is 3.0 or above may petition the Graduate Council to take for concurrent advanced degree credit 500-numbered courses and certain 600- and 700-numbered courses approved by the department with the remaining requirements for the bachelor's degree. Petitions may be obtained from the Division of Graduate Affairs and must be submitted to the Office of Advising and Evaluations by the end of the third week of classes of the semester or term in which the concurrent credit is earned. The student must have on file a current application for graduation with the bachelor's degree. The maximum number of units that may be earned as concurrent master's degree credit is determined by the difference between the number of units remaining for the bachelor's degree and 15. Concurrent post-baccalaureate credit will not be granted retroactively.

Concurrent Post-Baccalaureate Credit

Applicable to the "Fifth Year" Credential Requirement only

Concurrent post-baccalaureate credit may be earned during the final semester or summer term by seniors admitted to the College of Education who meet all of the following qualifications:

1. Have a minimum grade point average of 2.85 on the last 60 units attempted;
2. Complete coursework in excess of graduation requirements during the semester (or summer term) when graduation occurs;
3. Attempt no more than 21 units during the final undergraduate semester;
4. Request no more than a maximum of 12 units of 300-, 400-, 500, or 900-numbered courses for post-baccalaureate credit;
5. Submit a petition before the end of the first week of classes of the final undergraduate semester (or term) when graduation occurs;
6. Petition the assistant dean of the College of Education;
7. Graduate at the end of the semester (or summer term) the petition is made.

Extension courses are not acceptable for concurrent post-baccalaureate credit. Concurrent post-baccalaureate credit will not be granted retroactively.

Petition forms are available in the Office of the Registrar, SS-1641.