PETITION TO ENROLL IN A GRADUATE COURSE

The policy regarding enrollment by an undergraduate in a graduate course requires:
1. The student must have a minimum cumulative grade-point average of 3.0;
2. The student must have at least 12 units of upper-division credit with a grade of B or better in the subject of the graduate course;
3. Graduate courses completed by undergraduate students will not apply toward graduate degrees, unless taken while enrolled in a combined BS/MS program.

To enroll in a graduate course, take this petition with an unofficial copy of your transcript to the instructor for initial approval, and obtain signatures as required. Your signed petition must be returned to the Office of the Registrar by the registration deadlines listed in the current Schedule of Classes.

Note for BS/MS Program Students in the College of Engineering:
Students admitted to the BS/MS Program in Engineering may use this form to enroll in approved graduate-level engineering courses. To enroll, obtain the Instructor’s and Associate Dean’s signatures only. This form may be presented at any time during your regularly scheduled registration appointments.

Name ___________________________  Perm ___________________________
Phone ___________________________  Degree Program ___________________________
E-mail ___________________________  Major/Department ___________________________

ACTION REQUESTED FOR:  □ Fall □ Winter □ Spring □ Summer

College:  □ Letter & Science □ Creative Studies □ Engineering
Are you an EAP student?  □ Yes □ No

Class:  
Subject  Course #  Enrollment Code  Grade Option  Units  Instr. #  Instructor name

Student Signature ___________________________  Date ___________________________

ADDITIONAL APPROVALS REQUIRED:

Instructor’s Approval:
I have seen the student’s transcripts and verify that the student meets the above stated qualifications.  □ Yes □ No
If an exception is required, please explain why you support it.

Instructor’s Signature: ___________________________  Date: ___________________________

Chair of Dept Offering Course: ___________________________  Date: ___________________________
(Not Required for BS/MS students in the College of Engineering)

Dean/Assoc. Dean of College: ___________________________  Date: ___________________________
(Engineering and Creative Studies students only)

Office of the Registrar Use Only
Processed by: _______  Date: _______

Revised 1/28/2011 SS
Graduate Level Math Course Requirements

In addition to the Registrar's requirements (see attached document) for enrolling in a graduate level courses, the Math department also requires the following:

Successful completion of the following courses
Math 108A & 108B
Math 111A, 111B, & 111C
Math 118A, 118B, & 118C
Math 122A & 122B

A copy of your transcripts with all coursework to date
The Math department can print out a copy for you.

The Instructor makes the final decision
If the instructor of the course feels you are underprepared for a graduate level course, they may deny your request.

To be completed by the student:
Please check off the courses you have completed.

- □ Math 108A  Grade _____
- □ Math 108B  Grade _____
- □ Math 111A  Grade _____
- □ Math 111B  Grade _____
- □ Math 111C  Grade _____
- □ Math 118A  Grade _____
- □ Math 118B  Grade _____
- □ Math 118C  Grade _____
- □ Math 122A  Grade _____
- □ Math 122B  Grade _____

To be completed by the Instructor:
I have verified the student’s transcript.  Approved _____  Denied _____

Instructor Signature  ________________________________  Date  ________________________________