



## Graduate/Undergraduate Units Completed

**INSTRUCTIONS:**

1. Only for undergraduate students who have been formally admitted to and enrolled at SJSU for at least one semester. If you are pursuing a second baccalaureate degree and want to use units that you have completed at SJSU while you were a graduate or post-baccalaureate student, you may request up to 24 units of credit taken during your last 30 units in residence at SJSU after the completion of your previous degrees, including all SJSU Studies and American Institutions requirements. You must, therefore, complete at least 6 units while in second baccalaureate status (if 24 units were transferred). However, the major department of your second baccalaureate may use any coursework previously taken to satisfy degree requirements.
2. YOU MUST APPLY FOR AND BE ADMITTED TO SECOND BACCALAUREATE STANDING BEFORE FILING THIS PETITION.
3. Completely fill out this form. Requests will NOT be accepted if any attachments or signatures are missing.
4. Attach a statement stating how many SJSU units and what courses, completed while in graduate standing, you want to transfer to second baccalaureate credit. Highlight these courses on an attached copy of your transcript.
5. Attach ALL required documentation.
6. Obtain signature from major advisor.
7. Turn your petition into the front desk at the Student Services Center, along with a self-addressed, stamped envelope.
8. The Undergraduate Studies Office will make the final decision and mail a copy, without attachments, to the student.

SJSU Student ID Number \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Complete Address \_\_\_\_\_

Email \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Major Advisor's Signature \_\_\_\_\_

Student Signature \_\_\_\_\_ Date Entered SJSU \_\_\_\_\_

**Graduate/Undergraduate Units Completed**

\_\_\_\_\_ SJSU units completed as grad student

\_\_\_\_\_ SJSU units completed as second baccalaureate student

\_\_\_\_\_ SJSU units from graduate standing to be transferred to second baccalaureate standing (highlight courses on attached transcript)

**REQUIRED ATTACHMENTS (photocopies are acceptable)**

Complete undergraduate and graduate transcripts (showing admission to second baccalaureate status)

Statement explaining your request and why you are making it

PeopleSoft Degree Progress Report

**FINAL DECISION**

Approved     Denied     Other

Comments:

\_\_\_\_\_  
Associate Dean, Undergraduate Studies Date

FOR OFFICE USE ONLY: Original : records	Copy: student
_____ PeopleSoft Comments (must be initialed)	1/07