

Graduate and/or Undergraduate Units Completed

Section I: Instructions

For Students 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. Student must complete at least 6 units while in second baccalaureate status (if 24 units were transferred). Major department of second baccalaureate may use any coursework previously taken to satisfy degree requirements. Student must be formally admitted and enrolled to SJSU for at least one semester.

Section II: Student Information and Attachments

Name (First & Last): _____ SJSU ID: _____
Email: _____ Phone: _____
Student Signature: _____ Date: _____

Petition will NOT be reviewed if the following items are missing (*initial*):

- _____ This is the most current version of this petition
- _____ Matriculated at SJSU for one or more semesters
- _____ Transcript (unofficial copy)
- _____ Personal statement explaining request
- _____ Applied & Admitted to 2nd baccalaureate standing
- _____ All the information I provided is truthful

Section III: SJSU Units Completed Information

- _____ SJSU units completed as a graduate student
- _____ SJSU units completed as a second baccalaureate student
- _____ SJSU units from graduate standing to be transferred to second baccalaureate standing

Section IV: Required Signatures and Recommendations

1. Submit to Major Advisor or Department

Chair Recommend Not Recommend

Comments (optional):

Reviewer's Name (print): _____ Phone: _____

Signature: _____ Date: _____

2. Submit completed form to the Undergraduate Education, Administration 159

Final Decision OTHER APPROVED DENY

Comments (required if denied):

Associate Dean of Undergraduate Education (or Designee) Name: _____

Signature: _____ Date: _____

Section V: For Office USE Only

CMS Data Entry: _____ Date: _____