

**AN JOSÉ STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSÉ, CA 95192**

**S20-3, University Policy, Graduate Credit Earned by SJSU Undergraduate Students**

**Rescinds and Replaces: University Policy S89-2**

**Effective: Immediately**

**Legislative History:**

At its meeting of February 10, 2020, the Academic Senate approved the following policy recommendation presented by Senator White for the Curriculum and Research Committee. University Policy S89-2 unnecessarily restricts SJSU undergraduate students from earning the number of graduate units permissible by Title 5 Section 40510 for transfer into a graduate program. This policy provides guidance on how undergraduate students may earn graduate credit while still an undergraduate student.

**ACTION BY UNIVERSITY PRESIDENT:**

**Approved and signed on  
September 14, 2020 by  
Mary A. Papazian, President,  
San José State University.**

**University Policy**

**Graduate Credit Earned by SJSU Undergraduate Students**

- Whereas: University Policy S89-2 was developed to provide guidance on how undergraduate students may earn graduate credit while still an undergraduate student, and
- Whereas: Any SJSU undergraduate student may take a graduate level course at SJSU provided that they meet the course prerequisites, and
- Whereas: If an SJSU undergraduate student takes a graduate level course, then that graduate level course is listed in the student's undergraduate transcript regardless if the course is applied to the undergraduate degree or not, and

Whereas: There is a benefit to having the transcript clearly indicate whether a graduate level course taken by an SJSU undergraduate student is applied to the undergraduate degree or is available for use as graduate credit, and

Whereas: University Policy S89-2 unnecessarily restricts SJSU undergraduate students from earning the number of graduate units permissible by Title 5 Section 40510 for transfer into a graduate program, therefore be it

Resolved: That S89-2 be rescinded effective immediately and the new policy described below be approved.

## **University Policy**

### **Graduate Credit Earned by SJSU Undergraduate Students**

1. Undergraduate students shall petition through their major advisor to earn graduate credit for a graduate course (200 level or higher) taken.
2. Undergraduate students shall meet the following criteria before enrolling in graduate level courses for graduate credit:
  - a. Will have applied to graduate from their baccalaureate degree program prior to enrolling in graduate level courses;
  - b. No more than 30 units are needed to complete the baccalaureate degree at San José State University;
  - c. None of the courses to be taken for graduate credit is required for the baccalaureate degree or minor;
  - d. Normally, a grade point average of 2.75 or better on all work completed in upper division standing at San José State University;
  - e. Normally, a maximum of 16 units is attempted in the semester in which the courses for graduate credit are proposed.
3. Graduate credit will appear on the student's official transcript, but that credit does not imply admission to any graduate degree program.
4. The student may not elect to take letter-graded graduate courses as CR/NC when graduate credit is requested.
5. If a student is admitted to an SJSU graduate degree program, the maximum graduate credit earned, including through the process described within this policy, that may be transferred into the graduate program is limited to 30% of the total units of the graduate degree (per University Policy S13-8) and must be approved by the appropriate program authority.

Approved: February 3, 2020

Vote: 11-0-0

Present: Anagnos, Coelho, d'Alarcao, Khavul, Kaur, Lombardi, Maffini, Masegian, Schultz-Krohn, Stacks, White

Absent: Hart, Ramasubramanian

Workload Impact: None anticipated

Financial Impact: None anticipated