![SJSU San José State University]

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

Comments (required)   ◯ Recommend   ◯ Not Recommend

[ ]

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

Signature: _____   Date: _____

2. Submit completed form to the Undergraduate Education

Final Decision   ◯ OTHER   ◯ APPROVED   ◯ DENY

Comments (optional):

[ ]

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

Signature: _____   Date: _____

Section V: For Office USE Only

CMS Data Entry: _____   Date: _____