

SAN DIEGO STATE UNIVERSITY  
Division of Graduate Affairs  
SSE 1410 (619) 594-5213  
grad.sdsu.edu  
gra@sdsu.edu

# Request for Permission to Enroll for Concurrent Master's Degree Credit

(TYPE OR PRINT CLEARLY)

RED ID \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Telephone No. \_\_\_\_\_

Street Address \_\_\_\_\_ Apt.# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Concurrent master's degree credit requested for: Fall  Spring  Summer  Year \_\_\_\_\_

| Department | Course # | Schedule # | Units | Department | Course # | Schedule # | Units |
|------------|----------|------------|-------|------------|----------|------------|-------|
| _____      | _____    | _____      | _____ | _____      | _____    | _____      | _____ |
| _____      | _____    | _____      | _____ | _____      | _____    | _____      | _____ |

Intended Graduate Major \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## OFFICE OF ADVISING AND EVALUATIONS

Requirements remaining for bachelor's degree:

GPA last 60 units \_\_\_\_\_  
(Must be **3.0** or higher)

| Department | Course # | Schedule # | Units | Department | Course # | Schedule # | Units |
|------------|----------|------------|-------|------------|----------|------------|-------|
| _____      | _____    | _____      | _____ | _____      | _____    | _____      | _____ |
| _____      | _____    | _____      | _____ | _____      | _____    | _____      | _____ |

Notification (Check One):  Student will pick-up when ready  
(Notification will be by E-mail)  Mail to student \* on \_\_\_\_\_  
\*Student is responsible for address

Graduation Adviser or Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

## GRADUATE ADVISER/PROGRAM COORDINATOR

Recommended  Not Recommended

Comments \_\_\_\_\_

Department \_\_\_\_\_ Graduate Adviser Signature \_\_\_\_\_ Date \_\_\_\_\_

## DIVISION OF GRADUATE AFFAIRS

Request Approved  Request Denied

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Graduate Dean or Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE SEE OTHER SIDE FOR IMPORTANT INFORMATION**

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Senior undergraduate students requesting to take concurrent credit must meet the following requirements: meet all of the required competencies in writing and mathematics, be within 12 units of completing requirements for the bachelor's degree, have a minimum grade point average of 3.0 in the last 60 semester units attempted, have on file a current application for graduation for the bachelor's degree, and earn a bachelor's degree at the end of the semester or term in which the concurrent credit is earned.

The maximum number of units that may be earned as concurrent master's degree credit is determined by the difference between the number of units remaining for the bachelor's degree and 15. Master's degree credit for 500-numbered courses and certain 600- and 700-numbered courses must be approved by the department. The completed form must be submitted to the Office of Advising and Evaluations by the deadline dates on the academic calendar of the semester in which the concurrent credit is to be earned.

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## PROCEDURES TO ENROLL FOR CONCURRENT MASTER'S DEGREE CREDIT

(Each of the following steps is sequential)

1. Complete and sign page one of this form. If **600-numbered courses and above** are involved, see next section.
2. Submit this form to the Office of Advising and Evaluations (SSW 1551) by the deadline dates on the academic calendar of the semester in which credit is to be earned.
3. Once a graduation evaluation is completed, your graduation adviser will complete and sign the appropriate section of this form and will notify you (see page 1).
4. Once you receive the signed form, submit it to the graduate adviser/program coordinator (of the department for which you are taking the graduate course) for recommendation and signature.
5. Return the signed form to the Division of Graduate Affairs (SSE 1410) for final signature. A copy of the completed form will be returned to you. Upon receiving it please make sure the form is on file with the Office of Advising and Evaluations prior to the date of graduation.
6. After graduation, the Office of Advising and Evaluations will annotate the appropriate course(s) on your transcript and carry the credit forward to your graduate record.

**NOTE:** *Before requesting concurrent credit, you must have on file a current graduation application for the bachelor's degree.*

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## PROCEDURES FOR 600+ LEVEL COURSES

To enroll in **600-numbered courses and above**, you must also complete the "Undergraduate Request to Enroll in Graduate Level Courses" form, which authorizes the release of RegLine lockout of these courses to undergraduate students. A separate form is necessary for each 600+ level course. Fill out each form and bring it to each instructor for signature and assignment of an add code. Bring the form to the Division of Graduate Affairs (SSE 1410) for approval and, if approved, return it to the Office of the Registrar (SSW1641) to officially add the course.

**NOTE:** *The criteria for adding 600+ level courses (an overall GPA of 3.0 and completion of 90 units) are less stringent than the criteria for earning concurrent master's degree credit (GPA of 3.0 in last 60 units). It is possible to receive approval for enrollment in a 600+ level course while being denied approval for concurrent master's degree credit.*