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# Admission to Postbaccalaureate and Graduate Study

## Schedule Adjustment Policy

Beginning the fall 2003 semester, San Diego State University is implementing a new schedule adjustment policy. All schedule adjustments (formerly called Change of Program) **MUST BE COMPLETED BY THE END OF THE FIFTEENTH DAY OF THE SEMESTER**. The schedule adjustment period allows you to add a course, drop a course, withdraw from the University, change grading basis, and request course forgiveness. Students will no longer be allowed to make ANY schedule changes (*excluding total withdrawal from the University for extremely serious, documented cases involving health or accident*) after the fifteenth day of the semester.

## Instructor Initiated Drop Policy

Students who do not attend the first class session and the beginning of the second class session of a course may be dropped from that course by the instructor within the first 12 days of the semester. Students who do not meet prerequisite requirements can also be dropped within the first 12 days of the semester. Any student dropped by the instructor during this period will be notified of the action by e-mail. It is the student's responsibility to keep a current e-mail address on file through the e-Service WebPortal at [www.sdsu.edu/e-services](http://www.sdsu.edu/e-services). To reenroll, the student must receive an add code from the instructor and reenroll in the course within the first 15 days of the semester.

**NOT ALL INSTRUCTORS WILL DROP STUDENTS WHO MISS THE FIRST CLASS SESSION AND THE BEGINNING OF THE SECOND CLASS SESSION.** Students are responsible for all courses on their schedules. Students should check their online schedules regularly and take necessary action to add or drop during the first 15 days of the semester.

Admission to San Diego State University for postbaccalaureate and graduate study is open to those applicants judged by the University to be fully qualified. The process is competitive and the requirements listed below are only the **minimum** required for admission to the University. Many programs have established additional requirements. Prospective applicants should refer to the departmental listings in this bulletin. Students are also advised to contact the departmental offices as soon as graduate work is contemplated for advice as to how to proceed. Some departments stop reviewing applications earlier than others because space is limited.

## Importance of Filing Complete, Accurate, and Authentic Application Documents

San Diego State University advises prospective students that they must supply complete and accurate information on the application for admission, residence questionnaire, and financial aid forms. Further, applicants must submit authentic and official transcripts of all previous academic work attempted. Official transcripts are defined as transcripts sent that bear the high school or college seal and remain in their original sealed envelope. Failure to file complete, accurate, and authentic application documents by specified deadlines will result in denial of admission, and may result in cancellation of academic credit, suspension, or expulsion (Section 41301, Article 1.1, Title 5, *California Code of Regulations*). This requirement is effective from initial contact with the University and throughout the period the academic record is maintained.

## Requirement and Use of Social Security Account Number

Applicants are required to include their correct social security numbers in designated places on applications for admission pursuant to the authority contained in Section 41201, Title 5, *California Code of Regulations*, and Section 6109 of the *Internal Revenue Code* (26 U.S.C. 6109). The University uses the social security account number to identify records pertaining to the student as well as to identify students and their records for purposes of financial aid eligibility and disbursement and the repayment of financial aid and other debts payable to the institution. Also, the Internal Revenue Service requires the University to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. This information is used by the IRS to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

## Measles, Rubella, Hepatitis B, and Meningococcal Health Screening Provisions

**Refer to General Information —  
Health Services section of this bulletin.**

### Application Procedures

Applicants for any type of graduate or postbaccalaureate status (advanced degree applicants, those seeking credentials or advanced certificates, and those interested in taking courses for personal or professional growth) must file a CSU Graduate Admission Application with Graduate Admissions within the appropriate filing period. Applicants who graduated from San Diego State University are also required to complete and submit an application and the \$55 non-refundable application fee. Since applicants for postbaccalaureate programs may be limited to the choice of a single campus on each application, redirection to alternative campuses or later changes of campus choice will be minimal. In the event that a postbaccalaureate applicant wishes to be assured of initial consideration by more than one campus, it will be necessary to submit separate applications (including fees) to each. All masters, doctoral, and credential students should consult the Web site for the specific department and/or program director for departmental application instructions. Applications are available on the Web site at <http://www.csumentor.edu/>.

### Application and Admission Process

Students seeking admission with classified standing to graduate programs at San Diego State University must submit required documentation in a timely manner to ensure proper processing and evaluation by the school or department and the Graduate Division. Please consult the specific departmental listing for the admission requirements. Even though a student may meet the minimal general standards for admission to the University, each department reserves the right to recommend a denial or conditional acceptance based upon the evaluation of documentation supplied by the applicant as well as the standing of the applicant relative to others who have applied to the specific graduate program.

The recommendation of the department or school is sent to the Graduate Dean for an independent evaluation and decision to admit. Where a department's recommendation conflicts with the judgment of the Graduate Dean, consultation will ensue between the Dean and the department, but the final decision remains with the Graduate Dean.

### General Admission Requirements

Applicants for any type of graduate or postbaccalaureate study at San Diego State University must: (a) hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association or have completed equivalent academic preparation as determined by the Graduate Dean; (b) have attained a grade point average of at least 2.75 (when A equals 4) in the last 60 semester (90 quarter) units attempted (this calculation may not include lower division courses taken after award of a baccalaureate degree); (c) have been in good standing at the last institution attended; and (d) satisfactory scores on GRE or GMAT for degree seeking applicants (not required for credential or certificate applicants). Applicants who do not qualify for admission under provisions (a) and (b) may be admitted by special action if the Graduate Dean determines that there is other academic or professional evidence sufficient to warrant such action. Applicants from foreign countries see International (Foreign) Student Admission Requirements.

Members of the faculty of San Diego State University holding appointments at or above the rank of instructor or lecturer may not be admitted to degree programs at this University. Faculty may register for courses as unclassified students.

#### Special Action Admissions

Determination of the admissibility of students by special action shall be governed by the following guidelines when applicable. All applicants for admission by special action must submit at least two

letters of recommendation from faculty of the institution that awarded the baccalaureate degree.

1. Students holding baccalaureate degrees from accredited institutions that award credit primarily on a pass-fail basis may be considered for admission providing they meet one of the following criteria:
  - a. At least 60 semester units of letter-graded coursework with a minimal grade point average of 2.75 are included on the student transcripts. Half of these must be at the upper division level.
  - b. If the student transcripts include less than 60 semester units of letter-graded coursework as described above, the applicant may be considered for admission on the basis of the following two criteria: A satisfactory score on both the verbal and quantitative sections of the GRE or GMAT with a minimum mean score of not less than the 30th percentile in each category, and determination by the appropriate faculty unit at San Diego State that any written documentation of classroom performance the student submits reflects academic achievement equivalent to at least a grade point average of 2.75. Such documentation should include written coursework evaluations by the faculty of the institution awarding the degree and may include other documentation such as baccalaureate theses, etc. A relative weakness in one of these criteria may be offset by a strong performance in the other.
2. Students holding baccalaureate degrees from accredited institutions that award credit for prior experiential learning may be admitted providing that:
  - a. The student meets the 60-unit requirement as described in 1. above when general admission requirements are not met.
  - b. At least 24 semester units of credit in the major field are awarded for classroom and laboratory study during a period of matriculation at the degree-granting institution.
  - c. The student provides from the institution granting the credit full documentation showing how the experiential learning was evaluated and the basis on which such credit was awarded.
3. In some circumstances, students holding a baccalaureate degree from an institution with limited accreditation or students holding a degree that requires less than four years for completion may be admitted to postbaccalaureate standing provisionally for the purposes of validating the degree for equivalency. Students who expect to enter an advanced degree program must have completed all the prerequisites prior to admission to the program. Students in this category may not enroll in 600- or 700-numbered courses; no units completed prior to validation of the baccalaureate degree may be included subsequently on an advanced degree program.

### Examination Requirements

The University requires that applicants for admission to most advanced degree programs and to many advanced certificate programs present satisfactory scores on the Graduate Record Examination (GRE) General Test. In addition, some programs require that applicants also submit satisfactory scores on the appropriate GRE subject matter test. Applicants should consult the program listings for specific information. Applicants for admission to the College of Business Administration will take the Graduate Management Admissions Test (GMAT); students applying for admission to the concentration in Health Services Administration in the Graduate School of Public Health may submit scores from either the GRE or the GMAT. GRE, GMAT, and TOEFL scores should be sent electronically to San Diego State University (Institutional Code 4682). Most departments request that TOEFL scores also be sent directly to them. For complete information on the availability of these tests, students or applicants are invited to contact the Test Office on campus.

Students who hold advanced degrees from institutions that are members of the Council of Graduate Schools are exempt from the GRE requirement. Individuals applying for admission to certain graduate programs may petition to waive the GRE General Test requirement if the applicant holds a professional doctoral degree from an institution whose professional program is accredited by an association that is recognized by the U.S. Department of Education. The waiver must be recommended by the graduate adviser and approved by the Graduate Dean. The petitioner must demonstrate that the professional degree is integrally related to the degree program to be pursued at San Diego State University. Normally, such waivers are not approved where the object is admission to an academic as opposed to a professional degree program.

### TOEFL Requirement

All postbaccalaureate applicants, regardless of citizenship, whose native language is not English and whose preparatory education was principally in a language other than English must demonstrate competence in English. Those who do not possess a bachelor's degree from a postsecondary institution where English is the principal language of instruction must receive a minimum score of 550 on the Test of English as a Foreign Language (TOEFL). Individual degree programs may prescribe a higher minimum score. Applicants taking the Computer-Based Test of English as a Foreign Language must present a score of 213 or above. Applicants must also submit a score for the Test of Written English (TWE). Individual degree programs may use the score on the TWE as an admission criterion or as an advising tool to identify students who may need further training in English.

### Admission Categories

Applicants seeking admission to postbaccalaureate study at San Diego State University must apply and be accepted in one of the following categories:

#### Postbaccalaureate Standing (Unclassified)

Under the University's enrollment management plan, only a limited number of students are admitted on a space available basis to the University in unclassified standing. Some students wishing to enroll in coursework for personal or professional reasons may be so admitted providing they meet the criteria specified under General Admission Requirements. In rare instances, students may be admitted in this category for the purpose of removing their academic deficiencies. In such cases, however, the student must gain admission to an advanced degree, certificate, or credential program within one calendar year or become subject to dismissal from the University. Students with postbaccalaureate standing (unclassified) may not enroll in 600-, 700-, 800, and 900-numbered courses except by special permission of the instructor and the graduate adviser of the department or school in which the course is offered.

#### Postbaccalaureate Standing (Classified)

A student wishing to be admitted to a program leading to a credential **only** or to an advanced certificate **only** (not an advanced degree) must meet the criteria specified under General Admission Requirements. A student must also meet the professional, personal, scholastic, and other standards prescribed by the appropriate department and the Graduate Council. The applicant should contact the department or school involved for information concerning specific admission requirements and should submit a departmental application during the appropriate filing period. Admission with postbaccalaureate standing (classified) does not constitute admission to, or assurance of consideration for admission to, advanced degree curricula.

#### Graduate Standing (Classified)

A student wishing to be admitted to a program of study leading to an advanced degree must meet the criteria specified under General Admission Requirements and, in addition, must:

1. Achieve a satisfactory score on the GRE General Test or GMAT as required.
2. Have completed an undergraduate major appropriate to the field in which the student desires to earn an advanced degree.
3. Satisfy the special departmental or college requirements as stated in Part Three of the Bulletin of the Graduate Division under "Courses and Curricula."
4. Meet the professional, personal, and scholastic standards for graduate study established by the department and the Graduate Council.

Students admitted with graduate standing (classified) are admitted to authorized advanced degree curricula and may enroll in 600-, 700-, and 900-numbered courses. Such admission does not imply that a student will be advanced to candidacy for an advanced degree.

#### Conditional Graduate Standing (Classified)

A student wishing to be admitted to a program of study leading to an advanced degree who meets the criteria specified under General Admission Requirements but who has deficiencies in the criteria for graduate standing (classified) may be granted conditional graduate standing (classified), if the deficiencies can be met by specific additional preparation, including qualifying examinations. Not more than 15 semester units may be assigned to satisfy undergraduate deficiencies in the major and all course conditions must be met within five semesters from the time of initial enrollment. Students admitted with conditional graduate standing (classified) are admitted to authorized advanced degree curricula and may enroll in 600- and 700-numbered courses. Once the conditions established by the department, school, or college have been met, the student should request that the program graduate adviser file a change of status form with the Graduate Division.

#### Conditional Graduate Standing (Classified, Credential Only)

A student wishing to be admitted to a program of study leading to a credential in professional education who meets the criteria specified under General Admission Requirements but who has deficiencies for unconditional classified admission to the department's credential program may be granted conditional graduate standing (classified, credential only), if the deficiencies can be met by specific additional preparation, including qualifying examinations. No more than 18 semester units may be assigned to satisfy deficiencies in prerequisite education and subject matter competency coursework and all coursework must be met within one year (three academic terms: fall, spring, summer) from the time of initial enrollment unless written documentation of specific subject matter deficiency can be provided by the designated campus adviser. Once the conditions established by the department, school, or college have been met, the student should confirm that a change of status has been updated through the sponsoring departmental office for cross-campus records.

#### Continuing Students

Students enrolled in the University with postbaccalaureate standing may request acceptance into an advanced degree curriculum with graduate standing (classified or conditionally classified). Applications for such continuing students are available in the Graduate Division. Except in special circumstances, reports of the scores of the GRE General Test or the GMAT where appropriate must be on file at the University before continuing students may apply for graduate standing (classified).

#### Second Bachelor's Degree

San Diego State University is not accepting applications for second bachelor's degrees.

### Filing of Transcripts

The applicant must arrange to have two sets of official transcripts from EACH college or university attended sent to the department with the student's supporting documents. Transcripts requested include all extension, correspondence, summer session, or evening courses.

A transcript will be considered official and accepted to meet the regulations governing admission only if forwarded directly to the department by the institution attended or sent to the student in a sealed and signed envelope. All records or transcripts received by the University become the property of the University and **will not be released nor will copies be made.**

**Timely filing of official transcripts is essential. Failure to furnish such records will delay or preclude consideration for admission to postbaccalaureate and graduate study at the University.**

### Determination of Residence for Nonresident Tuition Purposes

The Office of Graduate Admissions is responsible for determining the residence status of all new and returning students for nonresident tuition purposes. Responses to the Application for Admission, Residency Questionnaire, and, as necessary, other evidence furnished by the student are used in making this determination. Nonresident students who wish to be reclassified as residents must complete the Reclassification Request Form, which is available in the Office of the Registrar. A student who fails to submit adequate information to establish eligibility for resident classification will be classified as a nonresident.

The following statement of the rules regarding residency determination for nonresident tuition purposes is not a complete discussion of the law, but a summary of the principal rules and their exceptions. The law governing residence for tuition purposes at the California State University is *California Education Code* sections 68000-68090, 68120-68134, and 89705-89707.5, and *California Code of Regulations*, Title 5, sections 41900-41916. This material can be viewed on the Internet by accessing the California State University's Web site at [www.cal-state.edu](http://www.cal-state.edu).

Generally, establishing California residence for tuition purposes requires a combination of physical presence and intent to remain indefinitely. An adult who, at least one full year prior to the residence determination date for the term in which enrollment is contemplated, has been both physically present in the state and has evidence of intent to remain in California indefinitely, may establish California residence for tuition purposes. Evidence demonstrating intent can vary from case to case and may include, but is not limited to, the absence of residential ties to any other state, California voter registration and voting in California elections, maintaining active California bank accounts, filing California income tax returns, owning residential property or occupying or renting an apartment where permanent belongings are kept, maintaining active memberships in California professional or social organizations, and maintaining a permanent military address and home of record in California.

Adult noncitizens establish residence in the same manner as citizens, unless precluded by the Immigration and Nationality Act from establishing domicile in the United States. Unmarried minor noncitizens derive their residence in the same manner as unmarried minor citizens except that both parent and minor must have an immigration status consistent with establishing domicile in the United States.

Exceptions to the general residence requirements are contained in *California Education Code* sections 68070-68084 and Title 5 of the *California Code of Regulations*, sections 41900-41916, and include, but are not limited to, members of the military and their dependents, certain credentialed employees of school districts, and students who have attended high school in California and graduated or attained the equivalent. Whether an exception applies to a particular student cannot be determined before the submission of an application for admission and, as necessary, additional supporting documentation.

Because neither campus nor Chancellor's Office staff may give advice on the application of these laws, applicants are strongly urged to review the material for themselves and consult with a legal adviser.

Nonresident students seeking reclassification are required to complete a supplemental questionnaire including questions concerning their financial dependence, which will be considered along with physical presence and intent in determining reclassification.

Residence determination dates are set each term. The residence determination dates are September 20 for fall, January 25 for spring, and June 1 for summer. The residence determination dates for the four stages of CalStateTEACH are September 20 (Stage 1), January 5 (Stage 2), June 1 (Stage 3), and September 20 (Stage 4).

A campus residence classification appeal must be in writing and submitted to:

The California State University  
Office of General Counsel  
400 Golden Shore  
Long Beach, California 90802-4210

The appeal must be submitted within 120 calendar days of notification of the final campus decision. The Office of General Counsel can either decide the appeal or send the matter back to the campus for further review.

Students incorrectly classified as residents or incorrectly granted an exception from nonresident tuition are subject to reclassification as nonresidents and payment of nonresident tuition in arrears. If incorrect classification results from false or concealed facts, the student is subject to discipline pursuant to Section 41301 of Title 5 of the *California Code of Regulations*.

Resident students who become nonresidents, or who no longer meet the criteria for an exception, must immediately notify the Office of Admissions.

Changes may have been made in the rate of nonresident tuition and in the statutes and regulations governing residence for tuition purposes in California between the time this catalog is published and the relevant residence determination date. Students are urged to review the statutes and regulations stated above.

### International (Foreign) Student Admission Requirements

San Diego State University offers opportunities for advanced study to those foreign students whose academic preparation meets the standards for admission. "Foreign students" include those who hold US visas as students, exchange visitors, or are in other non-immigrant classifications. SDSU uses separate requirements in the admission of foreign students.

Applicants for any type of graduate or postbaccalaureate study at San Diego State University must: (a) hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association or have completed equivalent academic preparation as determined by the Graduate Dean; (b) have attained a cumulative grade point average of at least 3.0; (c) have been in good standing at all universities attended; and (d) have satisfactory scores on the GRE or GMAT and the TOEFL (if required) as determined by the department. Applicants who do not qualify for admission under provisions (a) and (b) may be admitted by special action if the Graduate Dean determines that there is other academic or professional evidence sufficient to warrant such action.

Applicants for admission whose education has been in a foreign country must file an application for admission, official certificates and detailed transcripts of record from each secondary school and collegiate institution attended. All documents, transcripts, and test scores must be received by the department no later than May 1 for the fall semester or November 1 for the spring semester of each year. If certificates and transcripts are not in English, they should be accompanied by certified English translations. Credentials will be evaluated in accordance with the general regulations governing admission to San Diego State University.

Applicants whose major education has been in a language other than English must score 550 or higher (using the paper version) or 213 or higher (using the computer version) on the Test of English as a Foreign Language (TOEFL) consult Part III of this Bulletin for specific program requirements. This test is administered in most foreign countries. The University must receive official test scores before admission can be granted. Information as to the time and place at which this test is given may be obtained by writing to the Educational Testing Service (TOEFL), Princeton, New Jersey 08540, USA.

Upon arrival at San Diego State University, further tests of English may be given for the purpose of placing students in an English language program commensurate with their linguistic ability in English and to assist advisers in planning an appropriate course of study. Depending upon their performance on the placement test and their academic background, students may be required to enroll in one or more English language course(s) during their first year. Foreign students admitted to the University will be subject to the same competency and placement examinations and standards that govern the rest of the student population.

**Insurance Requirement:** As a condition of receiving an I-20 or IAP-66 form, all F-1 and J-1 visa, applicants must agree to obtain and maintain health insurance as a condition of registration and continued enrollment. Such insurance must be in amounts as specified by the United States Information Agency (USIA) and NAFSA; Association of International Educators. The campus President or designee shall determine which insurance policies meet these criteria. Further information may be obtained from the International Student Center.

**American Language Institute:** If English instruction is needed prior to admission to San Diego State University, students may enroll in the American Language Institute. The American Language Institute (ALI) offers preparation in the English language reading, writing, and listening skills necessary for university success. For those students enrolling in the American Language Institute, a conditional admission is available. Conditional admission is for those students who require acceptance to a university in order to obtain a passport, a U.S. Visa, or government sponsorship. The program is offered to students who do not have an adequate command of English or the required TOEFL (Test of English as a Foreign Language) score to qualify for admission to the University. After transcripts of their academic work have been evaluated, students may receive an official letter of conditional admission which states that the student has met all University requirements *except* English language proficiency and may enter the University after achieving appropriate TOEFL scores and training at the American Language Institute.

**Housing and Scholarships:** Arrangements for housing should be completed well in advance of the student's arrival on the campus. Detailed information regarding housing may be obtained from the Housing and Residential Life Office, San Diego State University. Scholarship aid for entering students is limited; no scholarships are specifically reserved for students from another country. Further information regarding scholarships will be found in the section of this bulletin on Financial Aid.

Upon arrival at San Diego State University, the student should contact the International Student Center.

### Limitation of Enrollment

Admission to the University is limited to the number of students for whom an adequate education can be provided by the staff and facilities available. San Diego State University may limit graduate enrollment on the basis of field and aptitude of the applicant.

Members of the faculty of San Diego State University holding appointments at or above rank of instructor or lecturer may not be candidates for degrees on this campus. Faculty may register for courses as unclassified students.

### Registration

San Diego State University students register by the touch tone telephone registration system\* (RegLine) or by accessing WebLine, the Internet registration system. On campus registration is not conducted. The Class Schedule and Student Information Handbook, issued each semester and obtainable at the SDSU Bookstore before the registration period, contains specific information on registration, the courses offered for the term, and a listing of the fees required for enrollment. Students will not be permitted to register until fees are paid. Payment of fees by itself does not constitute registration. **A student is considered registered when: 1) fees have been paid, and 2) at least one course has been added prior to the first day of classes.**

**Late Registration.** Late registration is allowed during the first 15 days of the semester. Students wishing to register late must pay registration fees plus a \$25.00 late fee before the end of the fifteenth day of the semester. After receiving an add code from the instructor of the course the student wants to add, the student calls RegLine or accesses WebLine to officially register.

**Improper Registration in Graduate Courses.** Only undergraduate students who are completing their bachelor's degree and who have filed a formal request for permission to enroll for concurrent master's degree credit or for concurrent post baccalaureate credit may be authorized to enroll in 600 and higher numbered courses. Undergraduate students who have not received permission for concurrent enrollment may not enroll in 600 or higher numbered courses for any purpose without the prior permission of the Graduate Dean. Undergraduates who enroll in advanced courses without permission are subject to administrative disenrollment. The registration for graduate students who have not met the stated prerequisites for Course 799A, Thesis, at the time of registration may be canceled.

\* Registration by telephone (RegLine) will be discontinued in the near future. At that time, registration will only be available via the Internet.

### Concurrent Advanced Degree Credit

The bachelor's degree must be completed at the end of the semester or term in which the concurrent credit is earned.

A senior who has met all of the required competencies in writing and mathematics and who is within 12 units of completing requirements for the bachelor's degree and whose grade point average in the last 60 semester units attempted is 3.0 or above may petition the Graduate Council to take for concurrent advanced degree credit 500-numbered courses and certain 600- and 700-numbered courses approved by the department with the remaining requirements for the bachelor's degree. Petitions may be obtained from the Graduate Division and must be submitted to the Office of Advising and Evaluations by the end of the third week of classes of the semester or term in which the concurrent credit is earned. The student must have on file a current application for graduation with the bachelor's degree. 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.

### Concurrent Postbaccalaureate Credit

**Applicable to the "Fifth Year" Credential Requirement only**

Concurrent postbaccalaureate credit may be earned during the final semester or summer term by seniors admitted to the College of Education who meet all of the following qualifications:

1. Have a minimum grade point average of 2.75 on the last 60 units attempted;
2. Complete coursework in excess of graduation requirements during the semester (or summer term) when graduation occurs;

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3. Attempt no more than 21 units during the final undergraduate semester;
4. Request no more than a maximum of 12 units of 300-, 400-, 500, or 900-numbered courses for postbaccalaureate credit;
5. Submit a petition before the end of the first week of classes of the final undergraduate semester (or term) when graduation occurs;
6. Petition the Assistant Dean of the College of Education;
7. Graduate at the end of the semester (or summer term) the petition is made.

Extension courses are not acceptable for concurrent postbaccalaureate credit. Concurrent postbaccalaureate credit will not be granted retroactively.

Petition forms are available in the Office of the Registrar, SS-1641.

## **Second Master's or Doctoral Degree**

A student desiring to work for a second master's or doctoral degree must petition the Graduate Council for permission to enter a curriculum leading to the second degree. A student may be admitted into only one advanced degree program at a time, except in those specially designed concurrent programs described in this bulletin.

