



## Admission to SF State Scholar Programs

### Eligibility Requirements

1. Students are eligible to apply to the program as an SF State undergraduate before completing 90 semester units and before enrolling in a senior capstone course in their major.
2. Students must have a 3.0 cumulative GPA or 3.0 in the last 60 semester units.
3. Students may complete all GE lower division requirements before applying for an SF State Scholar program.
4. Students must not be declared in another major or second baccalaureate.
5. While in undergraduate status, students may only count 15 units toward their master's degree.

### **Student and Program Information**

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Bachelor's Major: \_\_\_\_\_ Master's Program: \_\_\_\_\_

- Total undergraduate degree applicable units completed to date: \_\_\_\_\_
- Current Overall GPA: \_\_\_\_\_ Major GPA: \_\_\_\_\_

**Faculty Sponsor** – *Must be a faculty member (Tenured/Tenure Track) in the degree program. Complete the Planned Course of SF State Scholar Program with the applicant from the first semester in which the applicant begins the SF State Scholar Program.*

Supporting Faculty Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*All signatures below are required in order to process your application for review. The completed original form should be forwarded **by the department** to **Graduate Studies (ADM 250)**.*

### **DEPARTMENT CHAIR/UNIT DIRECTOR OR SF SCHOLARS COORDINATOR**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Approved  
 Denied

### **GRADUATE DEAN OR DESIGNEE**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Approved  
 Denied

## Planned Course of SF State Scholar Program

- **Expected Completion of the both degree Programs:** \_\_\_\_\_ (specify semester & year)
- Students will remain classified as undergraduates until they complete 120 semester units and undergraduate degree requirements
- Students must be at post-bacc status for at least **two semesters** before they are eligible for graduation with both degrees.

SEMESTER: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Year _____			SEMESTER: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Year _____		
Course # & Title	Units	U or G	Course # & Title	Units	U or G
<b>Total Undergraduate units:</b>			<b>Total Undergraduate units:</b>		
<b>Total Graduate units:</b>			<b>Total Graduate units:</b>		

**Note:** Indicate under which degree each course unit will be counted. 'U' = Undergraduate; 'G' = Graduate

SEMESTER: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Year _____			SEMESTER: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Year _____		
Course # & Title	Units	U or G	Course # & Title	Units	U or G
<b>Total Undergraduate units:</b>			<b>Total Undergraduate units:</b>		
<b>Total Graduate units:</b>			<b>Total Graduate units:</b>		

SEMESTER: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Year _____			SEMESTER: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Year _____		
Course # & Title	Units	U or G	Course # & Title	Units	U or G
<b>Total Graduate units:</b>			<b>Total Graduate units:</b>		

SEMESTER: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Year _____			SEMESTER: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Year _____		
Course # & Title	Units	U or G	Course # & Title	Units	U or G
<b>Total Graduate units:</b>			<b>Total Graduate units:</b>		



**SF State Scholar Programs**  
**Transition Evaluations to Graduate Status**  
<Transition procedures are still under development>

1. Upon completion of the following requirements, the status of students in SF State Scholar programs will be transitioned to classified post-baccalaureate, and students will be informed of their degree objective changes without the submission of additional paperwork. If a student does not meet these requirements, he/she will be disenrolled from the SF State Scholar program and regain the undergraduate status to be able to complete their Bachelors.
  - Completion of undergraduate degree and University requirements (e.g., degree applicable 120 units, GE, GWAR, SF Studies) by the end of the semester in which the student's degree objective change to post-baccalaureate.
  - Overall or last 60 units of with a GPA of 3.0 or higher, with B or higher in all graduate courses taken during undergraduate programs.
  - Not declared in another major or second baccalaureate.
  - Meet department admission/transition to graduate requirements for graduate programs
2. Students can continue to take undergraduate classes after transitioning to graduate status. However, no lower division classes taken in graduate status will count towards the undergraduate degree. Students will pay post-baccalaureate tuition and campus fees. If, for any reason, the student wishes to switch back to undergraduate status, the difference in fees will not be refunded.
3. Students will be charged the undergraduate tuition fee only during the time in which they have earned fewer than degree applicable 120 semester units.
4. Students who wish to opt out of the program must inform the Division of Graduate Studies in writing
5. **Apply for Award of Both Degrees:** Students must submit all required forms and documents to Graduate Studies with the indicated approval signatures:
  - Working and Final Planned Course of SF State Scholar Program
  - Advancement To Candidacy (Graduate degree coursework only)
  - Proposal for Culminating Experience (PCE)
  - Report of Completion or Thesis Receipt
  - Graduation Application Forms (both Undergraduate and Graduate)
6. When all requirements for both degrees have been met, they are awarded at the same time and recognized at a commencement.

*For more information or if you have any questions, please contact:*

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