

Post –BA Unit Petition Information Sheet

As you may know, school districts normally place students on a salary scale based on total post-BA units earned. Since as an ITEP student you will complete your BA and credential concurrently, you will not automatically earn post-BA units. Therefore, you must petition to earn post-BA units for your professional education courses completed during your final year in the program above 120 units.

To petition, here's the procedure you should follow:

1. Print an Undergraduate Petition by visiting:
<http://www.csun.edu/a&r/forms/ugrdpetition.pdf>
2. On the form state: you are requesting that your PROFESSIONAL EDUCATION* courses completed during your final year** be counted as post-BA units since these units are needed ONLY for the granting of the credential but NOT for the BA in Liberal Studies.
**Professional education courses have an EED or SPED Prefix. For example: EED 477B or SPED 579*
***The final year is defined as any of the following combinations: Fall, Spring, Summer;
Spring, Summer, Fall; or Summer, Fall, Spring.*
3. You must earn a "C+" or better or "CR" in the courses you are petitioning.
4. Return the completed petition along with \$10 to Admissions & Records.
5. Please file your petition during your final semester.

Students will be notified of the status of their petition once their final semester grades are posted.