Petition for Graduate Student to Receive Graduate Credit for an Undergraduate Course Below 100-level

Instructions: The purpose of this form is for graduate students to petition to receive graduate credit for courses below 100-level. Approval and successful completion of the course(s) will result in the Office of the University Registrar adding a transcript notation indicating that graduate credit has been awarded. Once appropriate signatures have been obtained, please bring the completed form to the Registrar’s Office. If you are not yet enrolled in the course, this form may be used as an “Add/Drop From.”

Student Section:
Last Name ____________________________________________ First Name ____________________________________
sage ID: 2 Mail Stop: ______ Email: _______________________________________________
Program __________________________________________________________________________________________________

Undergraduate Courses requested for credit toward Graduate Program:
__________________________________________________________________ for Semester ___________________________
__________________________________________________________________ for Semester ___________________________
Date __________________________________________ Student Signature ______________________________

Department Section:
Signature of Course Instructor Date ___________________________

*Graduate Advising Head or Department Chair

*By signing this form, the department agrees to grant credit toward the student’s degrees program upon successful completion of the course(s) listed above.