

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:

Name: _____ ID: **2** _____

Email: _____ Phone: _____

Program: _____

Undergraduate Courses requested for credit toward Graduate Program:

_____ for Semester _____

_____ for Semester _____

Student Signature: _____ Date: _____

Department Section:

_____ Date _____

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.