

**PETITION FOR GRADUATE CREDIT AS AN UNDERGRADUATE STUDENT**

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_ STUDENT ID # \_\_\_\_\_  
 Address \_\_\_\_\_ Major \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ E-Mail \_\_\_\_\_

I petition to receive graduate credit for the courses listed below, to be taken:

Fall 20\_\_\_\_(yr)     Spring 20\_\_\_\_(yr)     Summer 20\_\_\_\_(yr)

**\*\*NOTE: This form must be submitted the same semester in which you are receiving your baccalaureate degree\*\***

Dept.	Class#	Catalog #	Credits	Course Title	Instructor Approval

**GRADUATE SCHOOL POLICY requires that the following conditions be met in order to be eligible for graduate credit:**

1. The credits being petitioned are not needed to complete requirements for the baccalaureate degree	6. The student's load is not more than 16 credits in a regular semester or 8 credits in a summer session.
2. The course(s) are listed in the current Graduate School Catalog.	7. The student's overall GPA is at least 3.0.
3. This petition is filed by the last day to add a course	8. The degree will be completed at the close of the above listed semester
4. The student is a senior.	9. The course(s) are not taken for S/U grading
5. The student is within 12 credits of the baccalaureate degree.	

**To be completed by the student's undergraduate college dean's office.**

**Please verify the following and sign below:**

<input type="checkbox"/> Correct	<input type="checkbox"/> Incorrect	The credits being petitioned are not needed to complete requirements for the baccalaureate degree.
<input type="checkbox"/> Correct	<input type="checkbox"/> Incorrect	The student is a senior and is within 12 credits of the baccalaureate degree.
<input type="checkbox"/> Correct	<input type="checkbox"/> Incorrect	The student's overall GPA is at least 3.0.
<input type="checkbox"/> Correct	<input type="checkbox"/> Incorrect	The student will complete the baccalaureate degree at the close of the above listed semester.

College Dean's Office	Printed Name	Date
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**The Dean of the Graduate School has approved the student's petition and graduate credit should be awarded provided the conditions are fully met.**

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Graduate School Dean:	Date:
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**Comments:**

**NOTE TO STUDENT:** Submit this form to the Graduate School with the signature of the instructors and your college dean's office. Upon approval by the Graduate Dean, you and each of the instructors will receive a copy of this form, at which time you may proceed with the work required by the instructor for graduate credit. Final award of graduate credit is granted at the close of the semester and is contingent upon your meeting the specified conditions listed above, **including graduation.**

**NOTE TO INSTRUCTOR:** Receipt of a copy of this form with all signatures authorizes you to treat this student as a graduate student where course requirements are concerned in order for the student to earn graduate credit for this course.

**(TO BE COMPLETED BY THE REGISTRAR'S OFFICE)**

**This student is awarded graduate credit for the course(s) listed above, and the transcript will be marked accordingly.**

Date	Signature, Registrar's Office
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Graduate School \_\_\_\_\_ Student \_\_\_\_\_ Registrar's Office \_\_\_\_\_ Instructor \_\_\_\_\_