

## PETITION FOR INCLUSION IN A DEGREE PROGRAM OF COURSES COMPLETED WHILE A NON-DEGREE STUDENT

**POLICY:** Non-Degree Students who become degree seeking may petition:

1. to have up to 15 semester hours apply towards fulfillment of undergraduate degree requirements, or
2. to have up to 12 semester hours apply towards fulfillment of graduate degree requirements.

**ALL COURSES COMPLETED WHILE A NON-DEGREE STUDENT ARE INCLUDED IN YOUR GPA.**

**PROCEDURES:**

1. The first semester you become degree seeking, meet with your academic advisor to decide which, if any, courses you completed while a Non-Degree Student you wish to apply towards fulfillment of degree requirements.
2. Complete the below portion of this form.
3. Obtain approvals/signatures of your academic advisor, major department chair, and, if exceeding hour limit, college dean.
4. Submit completed form to the Office of the Registrar **by the end of the 10th week of the semester in which you become degree seeking.**

UWF ID Number: \_\_\_\_\_ Student Name: \_\_\_\_\_

UWF Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Major: \_\_\_\_\_ Classification (circle one): 1 2 3 4 6 7

Semester Completed	Course Prefix & Number	Grade Received	Credit Hours

TOTAL HOURS REQUESTED: \_\_\_\_\_

**You will be notified by email *ONLY* if your request cannot be processed.**

**I hereby request that the courses listed above that I completed while a Non-Degree Seeking Student be applied towards fulfillment of my degree requirements.**

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The College Dean's signature is required only if the hour limit is exceeded:**

**College Dean Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>OFFICE OF THE REGISTRAR</b>	
_____ Processed by	_____ Date