

# 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 upper 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 10<sup>th</sup> week of the semester in which you become degree seeking.**

Name \_\_\_\_\_  
Last First MI

Student Number \_\_\_\_\_ Daytime Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

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

<u>Semester Completed</u>	<u>Course Prefix and Number</u>	<u>Grade Received</u>	<u>Credit Hours</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

**You will be notified in writing *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's Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chairperson's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

College Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

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