

University of North Dakota Graduate School
 414 Twamley Hall, 264 Centennial Drive Stop 8178 - Grand Forks, ND 58202-8178
 Phone (701) 777-2784; 1-800-CALL-UND (ext 2784) ; Fax (701) 777-3619

PETITION FOR GRADUATE CREDIT AS AN UNDERGRADUATE STUDENT

Name _____ Date _____
 Address _____ STUDENT ID # _____
 City,State,Zip _____ Major _____
 Phone _____
 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:

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

College Dean's Office _____ Printed Name _____ Date _____

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

Approved Denied The Graduate School Dean: _____ Date: _____

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 will be registered for the course(s) listed above. 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 _____

The Graduate School Registrar's Office Student Instructor