Undergraduate Petition for Graduate Credit

The University of Utah
Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT 84112 •
801-581-7852 • fax 801-585-7860 • graduation@utah.edu • Student Services Bldg, Window 15

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Undergraduate students may be allowed to select certain graduate-level courses (5000 level or above) taken while enrolled as an undergraduate student for graduate credit.

- Credit used to earn the undergraduate degree may not be counted toward a graduate degree.

- No more than two (2) courses or up to six (6) semester hours may be approved for graduate credit.

- Students are encouraged to seek approval from the dean of the Graduate School prior to registering for the course. Retroactive graduate credit may only be granted if a B or better was earned in the specified courses and the courses were taken no more than three years prior to the petition.

Instructions:

Seek approval from the Department Chair of each course in which you would like Graduate Credit.

Obtain approval from your Undergraduate Major Department and if needed, your Undergraduate Minor Department

Complete this form and return to the Registrar's Office, Graduation Division.

Student Information:

Student Name _____   Student I.D. _____

Major and Degree _____   Expected Graduation Term/Yr _____

Class(es) Request

Term/Year	Department	Catalog #	Semester Hours	Grade Given	Department Chair Approval

I understand that any changes made to my academic record as a result of submitting this form are final and may not be reversed at a later date.

Student Signature _____   Date _____

The courses requested for graduate credit are not required of the above named student for the bachelor's degree insofar as the undergraduate major and/or minor departments are concerned.

Head of Undergraduate Major Department Signature _____

Head of Undergraduate Minor Department Signature _____

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☐ Course(s) required for undergraduate degree   ☐ Course(s) not required for undergraduate degree

Requirement Verified: _____ Date: _____ Entered: _____ Verified: _____

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