

Request for Postbaccalaureate Credit

INSTRUCTIONS

- Read the Postbaccalaureate Credit Policy on the reverse side of form
- Complete form and submit to Enrollment Services , MSR 120

University ID# _____ Date _____

Name _____
Last First Middle

Address _____
Street City State Zip

Phone # (_____) _____ Email address _____

Graduation Term Fall Spring Summer Year _____

I request postbaccalaureate credit for the following courses:

OFFICE USE ONLY

Term	Subject	Catalog #	Course Title	Units

Approved	Denied

Total credits approved for PBA _____

Student's signature _____ Date _____

NOTE: To request additional reconsideration for postbaccalaureate credit a student must submit a Student Petition for Exception To University-wide Requirements

OFFICE USE ONLY

Reason for Denial _____

Evaluator's signature _____ Date _____

Postbaccalaureate Credit Policy

All courses taken during the term in which a student earns a degree that is not needed to fulfill degree requirements will, upon the approval of the Request of Postbaccalaureate Credit form, be indicated on the student's permanent academic record as acceptable postbaccalaureate credit.

INFORMATION

- ❖ Coursework must be taken during the term in which you graduate
- ❖ If coursework is taken in a previous term, or does not meet the policy criteria, then the student will be required to submit a petition for postbaccalaureate credit consideration
- ❖ Students graduating Fall Semester may request to have the preceding Summer Term courses included as postbaccalaureate credit if not used for degree requirements
- ❖ Students graduating Spring Semester may also request to have the preceding Winter Term course included as postbaccalaureate credit if not used for degree requirements
- ❖ Students graduating Summer Term may request to have the preceding Spring Semester courses included as postbaccalaureate credit if not used for degree requirements