



For Office Use Only

Posted By: \_\_\_\_\_ Date Posted: \_\_\_\_\_

**Office of the Registrar**

**Request to Apply Undergraduate Coursework to Graduate Program**

**STUDENT INFORMATION**

Student ID: \_\_\_\_\_ Name: \_\_\_\_\_  
Last Name First Name Middle Name

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Matriculation Term and Year:  Fall  Spring  Summer 20\_\_\_\_

Undergraduate Degree Information Graduate Degree Information

<small>Degree Received</small> _____	<small>Major</small> _____	<small>Major</small> _____	<small>Degree in Progress</small> _____	<small>Major</small> _____	<small>Department</small> _____
<small>Degree Received</small> _____	<small>Major</small> _____	<small>Major</small> _____	<small>Expected Graduation Date</small> _____	<small>Advisor Name</small> _____	
<small>Graduation Date</small> _____					

**COURSES TO BE CONSIDERED FOR CONVERSION**

Fill in term and year taken, subject, and course. The shaded area will be completed by the Office of the Registrar.

Course Information			Total Hours		Major			Upper Level			Distribution		OTR Approval	
			Hours Earned _____											
			Required for UG Degree _____											
			Excess Hours _____											
Term and Year Taken	Subject	Course Number	Semester Hour Value	Balance of Hours	Used	Substitute Course		Used	Substitute Course		Used	Substitute Course		
					Y/N			Y/N			Y/N			
					Y/N			Y/N			Y/N			
					Y/N			Y/N			Y/N			
					Y/N			Y/N			Y/N			
					Y/N			Y/N			Y/N			

Comments: \_\_\_\_\_

**SIGNATURES AND APPROVALS**

_____ <small>Student Signature</small>	_____ <small>Date</small>	_____ <small>Registrar Approval</small>	_____ <small>Date</small>
_____ <small>Department Approval</small>	_____ <small>Date</small>	_____ <small>Dean, Graduate &amp; Post-Doctoral Studies Approval</small>	_____ <small>Date</small>