

**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 applicable [non-degree](#) courses 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 below 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 10th week of the semester in which you become degree seeking.**

UWF ID Number: _____ Student Name: _____

UWF Email: _____ Phone: _____

Major: _____

Semester Completed	Course Prefix & Number	Grade Received	Credit Hours

TOTAL HOURS REQUESTED: _____

You will be notified by email *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 Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

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

College Dean Signature: _____ Date: _____

OFFICE OF THE REGISTRAR	
Processed by _____	Date _____