

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 up to 15 semester hours 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 upper 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.**

Name _____
Last First MI

UWF I.D. Number _____ Daytime Phone _____ E-mail Address _____

Major _____ Classification (circle one): 1 2 3 4 6 7

<u>Semester Completed</u>	<u>Course Prefix and Number</u>	<u>Grade Received</u>	<u>Credit Hours</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL HOURS REQUESTED: _____

You will be notified in writing *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's Signature _____ Date _____

Department Chairperson's Signature _____ Date _____

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

College Dean's Signature _____ Date _____

OFFICE OF THE REGISTRAR
Processed by: _____ Date _____