

CREDIT RESERVATION REQUEST

ALL REQUESTS MUST BE SUBMITTED PRIOR TO FINALS WEEK OF THE TERM OF GRADUATION

Name _____ ID _____

Select ONE of the following options:

I am an **undergraduate student** and wish to reserve the course(s) below for application toward a graduate degree.

Advisor approval: _____

I am **concurrently enrolled in multiple** degree or academic certificate programs and wish to use the course(s) below on the designated transcript(s) for application toward the degree program(s).

Advisor approval: _____

I am graduate student and wish to use prior earned **non-degree credit** toward my graduate degree; these courses have been declared on my approved study plan.

Term taken	Subject	Course Number	Title	Credits	Apply to Transcript(s) Select all that apply
					<input type="checkbox"/> Undergrad <input type="checkbox"/> Graduate <input type="checkbox"/> Law
					<input type="checkbox"/> Undergrad <input type="checkbox"/> Graduate <input type="checkbox"/> Law
					<input type="checkbox"/> Undergrad <input type="checkbox"/> Graduate <input type="checkbox"/> Law
					<input type="checkbox"/> Undergrad <input type="checkbox"/> Graduate <input type="checkbox"/> Law
					<input type="checkbox"/> Undergrad <input type="checkbox"/> Graduate <input type="checkbox"/> Law
					<input type="checkbox"/> Undergrad <input type="checkbox"/> Graduate <input type="checkbox"/> Law
					<input type="checkbox"/> Undergrad <input type="checkbox"/> Graduate <input type="checkbox"/> Law
					<input type="checkbox"/> Undergrad <input type="checkbox"/> Graduate <input type="checkbox"/> Law

By signing below, the student acknowledges and understands:

1. Credits reserved for future application toward a graduate degree program may affect financial aid eligibility.
2. Graduate fees may be assessed after the term for all undergraduate-level courses applied toward a graduate transcript; student is responsible for paying additional fees.
3. Credits reserved for a graduate degree program may not exceed 12, must be graded B or better, and must be courses numbered 400 or higher.
4. Courses will not appear on the designated level of transcript until after the term is over and reviewed by College of Graduate Studies.
5. I understand that once courses are placed on the designated transcript(s) they cannot be changed or returned to the original transcript.

Student Signature _____ Date _____

College of Graduate Studies approval: _____ Date _____

<p>REGISTRAR USE ONLY</p> <p>Record adjusted by _____ Date _____</p> <p style="text-align: right;">Rev 2/24/20</p>
