



Please complete this form and submit with the following -- Letter of explanation from student (typed); Copy of transcript(s) from DegreeWorks; Senior Record Check (graduating seniors only). A written departmental assessment of the work and its relevance to the current curriculum mandates of the degree program. Courses over 12 years will not be accepted for credit toward any graduate degree program.

Banner ID	Student Full Name	Student Email
Telephone	Degree, Major, Concentration, Track, Specialization (if applicable)	Advisor

COURSE TITLE	GRADE	CREDIT HRS	SEM TAKEN

COURSE TITLE	GRADE	CREDIT HRS	SEM TAKEN

If more space is needed, submit a completed second form and indicate at top of both pages that it is "Page # of #."

Student's Signature	Advisor's Signature	Chairperson's Signature	Academic Dean's Signature
Date of Signature	Print or Type Name	Print or Type Name	Print or Type Name
	Office Extension	Office Extension	Office Extension
	Date of Signature	Date of Signature	Date of Signature

For Academic Affairs' Use Only:	Approved: <input type="checkbox"/> yes <input type="checkbox"/> no
Authorized Signature of Academic Affairs	Date

For Registrar's Office Use Only:
Date Received