

UNIVERSITY OF HAWAII AT HILO

Graduate Division, Office of the Registrar

PETITION FOR SUBMISSION OF CREDIT TOWARD AN ADVANCED DEGREE FOR COURSES TAKEN BY AN UNDERGRADUATE

I would like to register for graduate level courses in: Semester _____ Year _____

I request to register in and request permission to submit the following course(s) for credit toward an advanced degree. I understand that the Graduate Field of Study reserves the right to accept the credit(s) toward its degree and is contingent on my formal admission to the Graduate Field of Study.

CRN	Course Alpha/Number	Course Title	Credits	Instructor Approval
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I understand that this petition will be considered **ONLY** if the following conditions are met:

1. I have applied for Graduation with the UH Hilo Office of the Registrar.
2. Credits are in excess of the requirements of the bachelor's degree and I have a minimum 2.5 Undergraduate GPA.
3. Coursework is taken in the last regular semester prior to receiving the bachelor's degree. (Delay in graduation will invalidate this petition)
4. This request is approved by 1) my academic advisor; 2) instructor of course(s); 3) graduate program director/department chair in which the course(s) is/are offered; and 4) the director of the graduate division.
5. Approved form is submitted to the Office of the Registrar during the registration period.

I have applied for graduation for _____ (Semester) _____ (Year) Current GPA _____

Current Major _____

Name of Student (**print**) _____ ID No. _____

Address _____ City _____ Zip Code _____

Email _____@hawaii.edu Phone: _____

Signature of Student _____ Date _____

I certify that the student listed above is a senior and the semester of enrollment of the course(s) listed above will be the last regular semester of course work to be taken prior to receipt of the bachelor's degree. The credits applied for are in excess of the requirements of the undergraduate degree.

Academic Advisor _____
(Print Name)
Signature _____ Date _____

Graduate Program Chair _____
(Print Name)
Signature _____ Date _____

Approved Denied Comment: _____

Graduate Division _____
(Print Name)
Signature _____ Date _____