

# Petition for Course Credit Outside Your Primary Academic Career

Office of the Registrar, 232 Capen Hall, 716.645.5698

**Student Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Person Number: \_\_\_\_\_ Email: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Academic Level:  UGRD Junior  UGRD Senior  Master's  Professional \*  Doctoral

**Graduate student taking an undergraduate course policies:**

Graduate students may take undergraduate courses as appropriate prerequisites to their chosen field of study, but the courses may not be used to satisfy graduate program requirements or carry graduate units. On exceptional occasions, a 400-level course may be taken for graduate credit, under certain conditions, with Graduate School approval: the student must provide a justification for taking an undergraduate course for graduate credit. (For example: that the course curriculum is important to the student's program and not offered in a graduate course.); the course instructor must be a UB tenured or tenure-track faculty member and must provide a description of the nature and extent of the extra work to be assigned to the student to earn graduate credit. The Director of Graduate Studies or department Chair of the student's graduate program must also approve. A maximum of 2 undergraduate courses can be petitioned for graduate credit. In all cases, the petition must be submitted **prior to the start of the semester** in which the student will enroll in the course; no requests for retroactive approval will be considered.

**Undergraduate student taking graduate course policies:**

Undergraduate students must have junior or senior status and be accepted into a major program, as well as, have an overall grade point average of 3.0, including transfer units. Any additional requirements from the academic department must be met and students must be registered in at least 12 undergraduate units in addition to the graduate units during this semester in order to sustain TAP and other financial support. It is strongly recommended no incomplete grades are pending on your academic record.

**\*If you are a current Professional School Student (DDS, PHARMD, JD, MD) you must work through your department for this request.**

**Course Information:**

Course Abbreviation & Number (e.g. MAE 401LEC): \_\_\_\_\_ Registration Number: \_\_\_\_\_ Units to be taken: \_\_\_\_\_

Course Title: \_\_\_\_\_ Semester to be taken:  Fall  Winter  Spring  Summer Year: \_\_\_\_\_

Course Instructor: \_\_\_\_\_

Justification for Request:

**Please indicate if you desire this course to be given Graduate or Undergraduate Credit:**

**Graduate Credit: Signatures required below include** - student, Director of Graduate Studies of department offering course, the Graduate School.

**Undergraduate Credit: Signatures required below include** - student, course instructor, Director of Undergraduate Studies of department offering course, academic advisor.

**Students requesting a 400-level undergraduate course be granted graduate credit, must complete extra course work. The extra work must be described in the space below (attach additional documentation as necessary):**

**Required Signatures:**

**Student (Signed)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Director of Undergraduate/Graduate Studies (Printed):** \_\_\_\_\_ **Date** \_\_\_\_\_

**Director of Undergraduate/Graduate Studies (Signed):** \_\_\_\_\_ **Date** \_\_\_\_\_

**Course Instructor (Printed) (undergraduate courses only):** \_\_\_\_\_ **Date** \_\_\_\_\_

**Course Instructor (Signed) (undergraduate courses only):** \_\_\_\_\_ **Date** \_\_\_\_\_

**Academic Advisor (Printed) (undergraduate students only):** \_\_\_\_\_ **Date** \_\_\_\_\_

**Academic Advisor (Signed) (undergraduate students only):** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please return form to the appropriate office:**

Courses for undergraduate credit: Office of the Registrar, 232 Capen Hall, Fax: 645-7762  
Courses for graduate credit: The Graduate School, 408 Capen Hall, Fax: 645-6142