

This form is intended for use by the following students:

1. Students who desire the conversion of graduate credit to undergraduate credit
2. Students leaving combined degree programs (and DPT or PharmD) and enrolling in the undergraduate portion of the degree.

\*If you would like to register for a graduate course please use the [Petition for Course Outside Your Career](#) form.

**Student & Course Information**

Last Name:		First Name:		Person Number:		Eff. Term/Year:		
Email:		Phone:		Professional or Combined Program Student is Leaving:				
Explanation for change (required):								

Please note: The Office of the Registrar will automatically place the student in the undergraduate portion of their current program. It is the students responsibility to go to any department they are seeking admission into and that department can add the major if the student is accepted.

**Change of course credit level from graduate to undergraduate credit**

Class Number: (e.g. 12345)		Catalog Number (e.g. UGC 111):		Class Section:		Units:		Term:		Year:	
Class Number: (e.g. 12345)		Catalog Number (e.g. UGC 111):		Class Section:		Units:		Term:		Year:	
Class Number: (e.g. 12345)		Catalog Number (e.g. UGC 111):		Class Section:		Units:		Term:		Year:	
Class Number: (e.g. 12345)		Catalog Number (e.g. UGC 111):		Class Section:		Units:		Term:		Year:	
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I have been continuously enrolled at the University at Buffalo and request my academic status be converted from the graduate division to the undergraduate division at the University at Buffalo. Changes to division may have an impact on billing or financial aid, and students should consult an advisor in the Registrar at 1Capen or (716) 645-5698. I also recognize that by leaving any program at the University at Buffalo and not maintaining continuous enrollment I must file a [Reentry Application](#) through the Undergraduate Admissions Office.

I understand there will be no retroactive financial adjustment due to this conversion.

Student Signature: \_\_\_\_\_ Date:

Professional Program Official (Printed):  Professional Program Official (Signed): \_\_\_\_\_