

**REQUEST FOR UPPER DIVISION CREDIT
For a Lower Division Course**

NAME (Print) _____ E-MAIL _____

SIGNATURE _____ I.D.# _____

LOCAL ADDRESS _____ PHONE _____

TERM _____ COURSE # _____ COURSE TITLE _____

In order to qualify for the Bachelor's Degree, a student must satisfactorily complete 36 course credits, 17 of which must be Upper Division level. THERE IS NO REQUIREMENT FOR STUDENTS TO TAKE A SET NUMBER OF UPPER OR LOWER DIVISION JANUARY COURSES. Students may take Lower Division courses for Upper Division credit under exceptional circumstances. The student must demonstrate a need for Upper Division credit in order to graduate on the anticipated graduation date.

DO NOT SUBMIT THIS PETITION UNLESS YOU CAN DEMONSTRATE A NEED, BASED ON YOUR DEGREE AUDIT, TO TAKE UPPER DIVISION CREDIT IN ORDER TO COMPLETE REQUIREMENTS FOR GRADUATION.

Only if a need is demonstrated, complete the following:

Indicate below the **additional** coursework and evaluation standards required for the Upper Division credit (be very specific). Return this form with the necessary signatures to the office of the Registrar **by the end of the Add/Drop period for the term in which you are applying.**

CHECK CURRENT JANUARY TERM CATALOG FOR PETITION DUE DATE.

USE REVERSE SIDE IF NECESSARY.

Instructor Name _____ Signature _____ Date _____

Jan Term Director or Department Chair _____ Signature _____ Date _____

Saint Mary's College • Office of the Registrar
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