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
P.O. Box 4748 • Moraga, CA 94575 • 925-631-4214 - Phone • 925-376-8339 – Fax

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