Undergraduate Excess Credits

Undergraduate seniors at UHM may earn credits toward master's degrees for certain courses completed during the final two semesters of their undergraduate study, provided that the credits are in excess of the bachelor's degree requirements.

To earn such credits, submit a petition to the Office of Graduate Education (OGE) Student Services.

**Deadline for Petition Submission**
Submit the petition during the registration period for the credits intended for submission toward a master's degree.

**Acceptable Credits**
Credits earned for courses numbered 300-400 or 600-700 may be submitted for consideration. Credits earned for directed reading/research (399 or 499) are normally not considered.

**Acceptance of Credits**
Final acceptance of the credits is determined by the graduate program to which the student is subsequently admitted. Approval by OGE does not guarantee that the credits will be accepted by a prospective graduate program.

**Special Requirement**
The student needs to complete the bachelor's degree as indicated on the petition. Failure to do so nullifies any petition approval granted by OGE.
Petition to Submit Undergraduate Excess Credits toward a Master’s Degree

Part I. To be completed by the student

Name ___________________________________________ UH ID No. ________________________________

LAST, FIRST, M.I.

Mailing Address _____________________________________ STATION ________________________________

STREET APT. NO. CITY STATE ZIP CODE

Undergrad Major __________________________________ Date of Graduation ________________________________

TTERM & YEAR

For the coming _____________________________ semester, I plan to register for the following courses:

For each course being submitted for consideration toward a master's degree, place a √ mark in the space provided and obtain the signature of the graduate chair of the department offering the course.

CRN = Course Reference Number. Example of a Course Alpha & Number: PSY 600.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Alpha, Number &amp; Title</th>
<th>Credits</th>
<th>√</th>
<th>Signature of Graduate Chair</th>
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I certify that I have read and understand the policies and instructions for this form.

___________________________________________________________      _____________________
Signature of Student                                                Date

Part II. To be completed by the student’s academic adviser and college dean

We certify that this petition is in compliance with the policies and instructions for this form.

___________________________________________________________      _____________________
Signature of Academic Adviser                                      Date

___________________________________________________________      _____________________
Signature of College Dean                                           Date

GRADUATE EDUCATION ACTION

☐ Approved     ☐ Not Approved    By ___________________________ Date ________________

Remarks

C: Student