

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 Graduate Records Office.

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 the Graduate Division 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 the Graduate Division.

UNIVERSITY OF HAWAII AT MĀNOA

Graduate Division
 Student Academic Services
Records Office

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 _____
STREET APT. NO. CITY STATE ZIP CODE

Undergrad Major _____ Date of Graduation _____
TERM & YEAR

For the coming _____ semester, I plan to register for the following courses:
TERM & YEAR

For each course being submitted for consideration toward a master's degree, place a \checkmark 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.

| CRN | Course Alpha, Number & Title | Credits | √ | Signature of Graduate Chair |
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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 DIVISION ACTION

Approved Not Approved By _____ Date _____

Remarks _____

C: Student