



THE UNIVERSITY OF UTAH  
*The Graduate School*

**This form is due to the Graduate Records Office by the first matriculated semester and the classes taken no more than three years prior to the date of the request for approval to the Graduate School.**

**Graduate courses taken as an undergraduate student, non-matriculated undergraduate, or transfer from another University:** No more than 9 non-matriculated credits allowed. A maximum of 6 transfer credits or 6 undergraduate to graduate credits are allowed. Transfer credits cannot count towards a graduate certificate.

**Graduate courses taken as a non-matriculated graduate student:** Up to 15 credit hours taken as a non-matriculated graduate student is allowed.

**n.b.** No more than 15 credit hours total allowed. All courses must be graded B or better. Use of credits in program of study is subject to acceptance by graduate program supervisory committee. Do not use this form for combined BS/MS programs.

**NAME:** \_\_\_\_\_

**STUDENT ID #:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**Certificate Name:** \_\_\_\_\_ **Academic Degree:** \_\_\_\_\_

**15 credit hours from certificate**

_____ Semester & year	_____ Course Name	_____ Course Number & section	_____ Grade	_____ Credit Hours
_____ Semester & year	_____ Course Name	_____ Course Number & section	_____ Grade	_____ Credit Hours
_____ Semester & year	_____ Course Name	_____ Course Number & section	_____ Grade	_____ Credit Hours
_____ Semester & year	_____ Course Name	_____ Course Number & section	_____ Grade	_____ Credit Hours
_____ Semester & year	_____ Course Name	_____ Course Number & section	_____ Grade	_____ Credit Hours

**9 non-matriculate credit hours are allowed if also counting 6 Transfer Credits or Undergraduate to Graduate Credits**

_____ Semester	_____ Course Name	_____ Course Number & section	_____ Grade	_____ Credit Hours
_____ Semester	_____ Course Name	_____ Course Number & section	_____ Grade	_____ Credit Hours
_____ Semester	_____ Course Name	_____ Course Number & section	_____ Grade	_____ Credit Hours
_____ Semester	_____ Course Name	_____ Course Number & section	_____ Grade	_____ Credit Hours
_____ Semester	_____ Course Name	_____ Course Number & section	_____ Grade	_____ Credit Hours

*Approvals by Department Chair and Director of Graduate Studies*

\_\_\_\_\_  
Department Chair Name

\_\_\_\_\_  
Director of Graduate Studies

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Director of Graduate Studies Signature