

## Petition to Apply Credits Taken as Undergraduate to Graduate Program

For Application of Graduate Level Courses Transfer

**Per Montana Tech Catalog: Courses taken at Montana Tech as an undergraduate student:**

For students who have applied to the Montana Tech Graduate School, graduate level courses (400 and 500 level) taken prior to completion of a bachelor's degree may be applied toward any graduate program requirements with the approval of the department head and concurrence of the Graduate School.

**These courses must meet the following criteria:**

- Courses must have been taken at Montana Technological University (no transfer credits).
- Up to 9 credits may be double counted towards both the undergraduate and graduate curriculum, credits applied for the graduate degree must meet program/department standards for the graduate degree.
- A grade of "B" or better must have been earned for each course.
- Courses must be electives and not part of the core curriculum for the undergraduate degree.
- Courses must have been taken in the past 5 years.
- Partial course credit could be applied, similar to course substitution.
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Students interested in taking advantage of this opportunity are encouraged to pursue the 5-Year BS-MS option and to take electives intended to apply to both degree programs at the 500 level wherever possible.

<b>Student Name:</b>	<b>ID Number:</b>
<b>Advisor:</b>	<b>Email:</b>
<b>Graduate Program:</b>	<b>Date:</b>

I wish to transfer the following course(s) to my graduate program:				
Dept. Code	Course #	Course Title	Credits	Grade Received

<b>Signatures:</b>				
<b>Student:</b>				
<b>Advisor:</b>	<b>Approve:</b>	<b>Y</b>	<b>N</b>	<b>Date:</b>
<b>Graduate Department Head:</b>	<b>Approve:</b>	<b>Y</b>	<b>N</b>	<b>Date:</b>
<b>Undergraduate Department Head:</b>	<b>Approve:</b>	<b>Y</b>	<b>N</b>	<b>Date:</b>
<b>Graduate School:</b>	<b>Approve:</b>	<b>Y</b>	<b>N</b>	<b>Date:</b>