

**INSTRUCTIONS**

**NOTE: Should be used to approve credits completed more than 20 years prior for use toward a degree.**

1. Complete all of the student information.
2. Complete all information in the appropriate section for submission.
3. Obtain the necessary signatures. **The form will not be processed without the necessary signatures.**
4. Submit completed form to the Registrar's Office.

Office Stamp

**STUDENT INFORMATION:**

Name: \_\_\_\_\_ T-Number: \_\_\_\_\_  
Last First MI (or SSN if you do not know your Student ID#)

**PLEASE LIST ALL APPLICABLE COURSES YOU ARE REQUESTING TO USE TOWARD A MAJOR OR MINOR.**

**COURSES LISTED HERE SHOULD ONLY INCLUDE THOSE THAT HAVE OR WILL EXPIRE (ACCORDING TO EACH DEPARTMENT'S AND/OR COLLEGE'S EXPIRATION RULES) BY THE TIME YOU GRADUATE:**

COURSE	QUARTER/SEMESTER	COURSE	QUARTER/SEMESTER
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**APPROVALS**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Department Chair's Signature (of the Major or Minor)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Dean's Signature (of the Major or Minor)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Provost's Signature (only required for courses 20 years old or older)*

**OFFICE USE ONLY**