



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.
4. Submit completed form to the Registrar's Office.

Office Stamp

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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 undergraduate courses 20 years old or older or graduate courses 10 years old or older)

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