



Registrar's Office

Request to Move Course on Transcript from one GPA Group to Another

Any time a course is taken at one degree level (aka GPA group), but is being used to fulfill the requirement at another degree level, this form must be submitted to the Registrar so the course can be moved to the proper GPA grouping on the student's transcript. It is important to note that a course can only be listed in one GPA grouping and cannot be used to fulfill the requirements at multiple degree levels.

Student I.D. # _____ Date: _____

Student Name: _____

Student Major: _____

Course Name and Number: _____

- New GPA grouping:
- Undergraduate
 - Graduate
 - Pharmacy

Student Signature: _____ Date _____

Advisor Signature: _____ Date _____

Dean/Department Head Signature: _____ Date _____

FOR REGISTRAR'S OFFICE USE ONLY

Received by: _____ Date _____ Entered by: _____ Date _____

Updated: 7/2011