UNIVERSITY OF CENTRAL MISSOURI
LEARNING TO A GREATER DEGREE

UNDERGRADUATE PETITION TO TAKE FINAL HOURS OFF CAMPUS

University of Central Missouri - Office of the Registrar & Student Records
Ward Edwards, Suite 1000; (660) 543-4914; FAX (660) 543-8400
registrar@ucmo.edu; www.ucmo.edu/registrar

Petition deadline: one month prior to start of semester during which course work is to be taken.

Per the undergraduate Hours in Residence policy (available at http://catalog.ucmo.edu/content.php?catoid=7&navoid=148) students must complete the last 12 hours of their degree at UCM. **Exceptions to this policy may be approved only by the Registrar's Office**. Course work that is required by majors/minors will also need school approval – the Registrar's Office will contact the school.

This petition will only be reviewed for students who have already applied and been approved for graduation. If you have not yet applied for graduation, please do so first in MyCentral. More information about applying for graduation can be found at https://www.ucmo.edu/current-students/office-of-the-registrar-and-student-records/graduation-and-commencement/graduation-application/.

Name:_____

Student Number: 700_____**Phone:** (_____)_____

E-mail:_____ @ucmo.edu

Graduation Semester (circle one): Spring Summer Fall **Year:** 20___

Transfer coursework equivalencies can be found at www.ucmo.edu/corequiv/transferSearch.cfm. Choose the transfer institution from the drop-down list. Leave the section that says "Course Prefix/Number" blank (because if you do not enter items perfectly it will not yield any results). Then click the submit button to view all classes that transfer from that institution. It will then show you all the classes from that institution that UCM has previously articulated.

The course(s) you are petitioning to take off campus does not necessarily need to be articulated at UCM, however, if the course will count in place of a major/minor requirement, you will need permission to use the course in your major/minor from the appropriate school chair.

Course(s) you are petitioning to take off campus during your final semester or final 12 hours:

UCM Prefix/Number	Transfer Prefix/Number	Transfer Institution
(Example: COMM 1000	SPCH 1500	Kansas State University)

1._____

2._____

Semester you plan to take course(s) above (circle one):

Spring Summer Fall **Year:** 20___

Please describe why you are unable to take the class(es) at UCM:
(*For example –the time of the course at UCM conflicts with another required course. If you have documentation to support your petition, please attach.)*

Students are required to inquire when final grades will be available and **request an official transcript is sent to the UCM Undergraduate Admissions office at Ward Edwards 1400, Warrensburg, MO 64093. Faxed (660-543-8517) or electronic transcripts are acceptable and can expedite the process, but must be sent directly from the transfer institution.**

UCM must have your official transcript processed by the following dates to meet graduation deadlines:

For spring graduation – the last working day of May
For summer graduation – the last working day of August
For fall graduation – by January 15th (or the closest working day prior to the 15th if it is on a weekend)

If approved, I understand that the above dates are non-negotiable and it is my responsibility to ensure that UCM has received an official transcript with my grades in time for graduation clearance.

_____

Signature **Date**

Reviewed by:_____Approved____Denied____Date:_____
(Place note on Central Degree Audit and in SPACMNT (Codes: 112 & 114))