**UPGRADE AND PETITION FORM**

**REGISTRAR USE ONLY:**

Upgrade Course Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notify BO Tuition Changes .5 to 1.0: \_\_\_\_\_\_\_\_\_\_\_\_\_

**GRADUATE THEOLOGICAL EDUCATION**

**COURSE UPGRADES:**

\* Upgrade petitions are due to the GTE Office by the final add/drop date of each term or sub-term

**\*** State specifically, below or attached, what additional work you will do to qualify for the upgraded credit, increase in course value, or both (e.g. numbers of extra pages written, bibliography, additional meetings with instructor, etc.).

STUDENT NAME: STUDENT ID:

YEAR: \_\_\_ \_–\_\_\_ TERM:  Fall  J-Term  Spring  Summer

PROGRAM:  MTh  Non-degree  Other \_\_\_\_\_\_\_ INSTRUCTOR:

ORIGINAL COURSE TITLE:

ORIGINAL COURSE NUMBER: ORIGINAL COURSE VALUE (.5 or 1):

I WISH TO (Select one or both):   
  Upgrade to MTh / Post-MDiv. (6000)  Upgrade .5 course to 1.0 course

UPGRADE DETAILS:

INSTRUCTOR SIGNATURE: DATE:

STUDENT SIGNATURE: DATE:

**OTHER PETITIONS:**

Transfer of credit into degree program (attach transcripts)

List course(s) and term(s) for requested transfer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Other:

STUDENT SIGNATURE: DATE:

**GTE OFFICE USE ONLY:**

UPGRADE / PETITION APPROVED  UPGRADE / PETITION DENIED

GTE ASSOC. DEAN SIGNATURE: DATE: