



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