

EAST TENNESSEE STATE UNIVERSITY

SCHOOL OF GRADUATE STUDIES

Box 70720

Johnson City, Tennessee 37614

Office: (423) 439-4221 Fax: (423) 439-5624

Request to Note Credits Earned Above Requirements for a Degree on Academic Record

Note: Students who earn credits in addition to those required in the planned program of study may request the School of Graduate Studies to define the extra coursework as post-degree credit on their academic transcript. The request should be made during the anticipated graduation term and must be made prior to awarding of the degree; courses cannot be so defined once the degree is awarded. The School of Graduate Studies will not interpret or alter the transcript once the degree is awarded.

Name _____
Student's Name (Please type or print)

E# _____
Student ID Number

Major/Field of Study _____

Degree _____

Concentration _____

Anticipated Graduation Date _____

Note: Courses cannot appear in Degree Program of Study

Semester Completed	Course ID	Course Title	Grade Earned	Semester Credit Hrs.

Student's Signature

Date

Chair, Advisory Committee or Graduate Coordinator

Date

Dean, School of Graduate Studies

Date