



## RETROACTIVE CREDIT FORM

Graduate School Registrar  
The Graduate School  
Box 90068  
Duke University

This letter is to request **retroactive credit** for the courses listed below to my program for meeting the requirements for the Master's degree in the Department of

\_\_\_\_\_.

I understand that credit for graduate courses taken at Duke by a student (not taken as an undergraduate) before admission to the Graduate School or while registered as a non-degree student may be carried over to a graduate degree program if: (1) The action is recommended by the Director of Graduate Studies of the department and approved by the Sr. Associate Dean. (2) The work is not more than two years old. (3) The amount of such credit does not exceed 12 units. (4) The work is of "B-" level or better. This option is open to students who have taken their work at Duke through Continuing Education, within the Graduate School as non-degree students, or in the Summer Session as unclassified students.

<u>Course Number</u>	<u>Course Title</u>	<u>Number of Units</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Forwarded recommending approval:

Sincerely,

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Director of Graduate Studies    Date

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Approved:

\_\_\_\_\_  
Graduate School Representative

\_\_\_\_\_  
Date