

Undergraduate Request to Decline Credit

Student Name _____ Student NetID _____

An undergraduate student may not repeat a course for which a final grade of “C” or better (including “P” and “SA”) has been earned. This includes credit awarded through AP Exams, transfer credit, or dual credit at partner high schools. However, University Undergraduate Policy allows a student to decline credit previously awarded by Creighton for Advanced Placement Examinations, transfer credit, or dual credit. This credit must have been earned prior to attending Creighton. Students may repeat courses for which credit has been declined. **Under no circumstance may credit earned at Creighton (except dual credit) be declined.**

To decline a course(s) please complete the form below and return it to the Registrar’s Office. AP credit and transfer credit that has been declined will be removed from the student’s transcript. Dual credit that has been declined will continue to appear on the official record but will not be counted as hours toward graduation or in the student’s grade point average.

Course (e.g. MTH 245)	Type of Credit		
	AP	Transfer	Dual
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

By signing I understand and accept the above conditions of the policy. _____ Date _____

Students can view their awarded credit at any time by accessing their unofficial transcript via their Self Service account from the Registrar’s website.

Complete and mail or fax to the Registrar’s Office at:
 Creighton University
 Office of the Registrar
 2500 California Ave
 Omaha, NE 68132
 (402) 280-4019
 Fax (402) 280-2527
 registrar@creighton.edu

Registrar’s Office Only
 Change Test in SOATEST
 Update SHATRNS Credit
 Delete SHATRNS record

*** Remember to keep a copy for your records ***