

## MBA Request for Credit for Undergraduate Language Coursework

To request permission to take an undergraduate language course at the University of Michigan for credit toward your MBA degree, please complete this form and submit it to Academic Services.

Credit for undergraduate language courses is awarded on a 2 for 1 credit basis; e.g., a 4 credit undergraduate language course would earn 2 graduate credits \*if\* the student has earned a course grade of **B** or better. A maximum of 6 graduate credit hours may be earned through undergraduate language study. These credit hours are not included in calculation for academic honors.

Student Name: \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Term of Class \_\_\_\_\_

Language Course: \_\_\_\_\_  
*Course Subj & Catalog Number Title Credit Hours*

**NOTE:** Students may not repeat for credit a language class which they took in prior terms or years at the University of Michigan.

Please list the title and credit hours of non-business courses you have completed or are currently completing:

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### **FOR OFFICE USE ONLY**

Undergraduate record reviewed for prior language class \_\_\_\_\_

Graduate record reviewed for non-business course work \_\_\_\_\_

Request approved \_\_\_\_\_

Request denied \_\_\_\_\_ Reason: \_\_\_\_\_

Student informed (date) \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_