Early Entry Petition Enhancements

Overview:

Early entry students are held to a maximum of 15 credit hours at the graduate level before completing their undergraduate degree. The number of graduate credits that may double-count is determined by the graduate program, in no case exceeding 12 credits. This petition type is used to declare the graduate courses that the student will take while in early entry status and identify which of those will double-count toward the undergraduate degree.

Reviewing the Petition:

The petition system will carry over the previously approved early entry courses, and reflect any new information the student is requesting using a color-coded system:

- **Red** indicates the removal of a previously approved course (the student no longer intends to take this graduate-level course)
- **Yellow** indicates the student is making a change to a previously approved course and/or equivalent undergraduate course
- **Green** indicates a new graduate-level course that has not yet been reviewed
- Courses with no color indicate no change

In this example, the student is:

- Canceling the course ECGR 5196 (highlighted in red)
- Requesting ECGR 5090-R01 be changed to double count as MEGR 3090 (highlighted in yellow)
- Requesting a new course ECGR 5181-001 be double counted as ECGR 4181(highlighted in green)

Course	Credit Hours	Part of Term	Catalog Course	Catalog Credit Hours	Double Count	Count Toward Program	Course Term	Type❶
ECGR 5196-091 (Intro to Robotics)	3	Full Term	-		✖	-	Spring 2022	Deleted
ECGR 5090-R01 (Special Topics)	3	Full Term	MEGR 3090 (Topics in Mechanical Engr) ❶ No Equivalent Course	1 - 4 N/A	✔ ✖	Mechanical Engineering-BSME	Spring 2022	Changed
ECGR 5181-001 (Computer Arithmetic)	3	Full Term	ECGR 4181 (Computer Architecture)	3	✔	Mechanical Engineering-BSME	Fall 2022	Added

**To edit or remove the undergraduate equivalent course:**

- Click the pen & paper icon, located next to the double-count indicator
- Select the correct undergraduate course
- Confirm the undergraduate program where the course will apply
- Click Add Selected Course
- To make the course graduate credit only, click the X icon located next to the double-count indicator.

Note: Any changes made to an undergraduate equivalent course will be emailed to all previous approvers.

In the Petition Queue section, the decisions of previous approvers and any comments may be viewed by clicking the magnifying glass icon on the far right.

Submitting a Decision:

- Select "**Recommend**" or "**Do Not Recommend**" for each course
- For double-counted courses, Undergraduate Early Entry Approvers are prompted to enter the section(s) of the undergraduate DegreeWorks audit where the graduate-level course will be applied
- Enter comments as appropriate
- Click **Submit Decision**