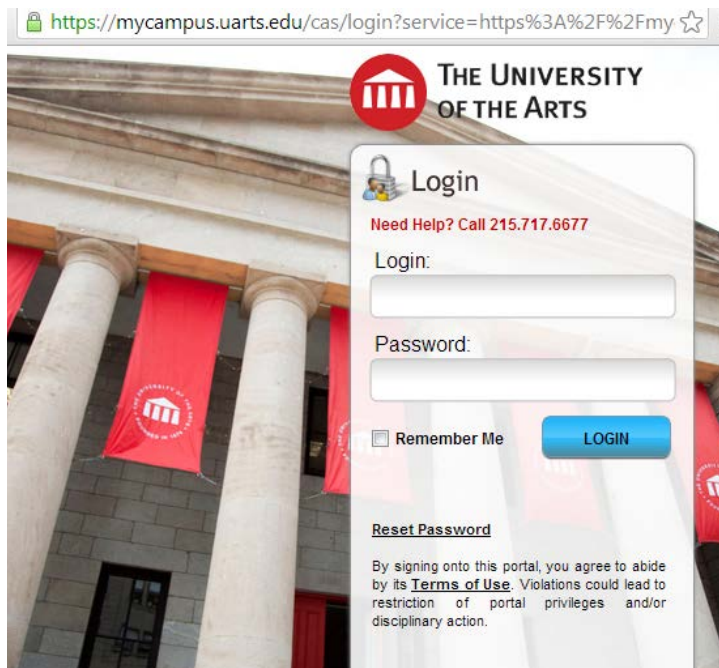


GRADUATE CREDIT PETITION

Students who have completed course work in either the Professional Institute for Educators (PIE) or Summer Music Studies (SMS) program earn graduate credit but this has not been reflected on the transcript type issued by The University of the Arts. PIE and SMS students are asked to list their highest university credentials on registration materials but to date have not been required to provide official documentation of these credentials. If a student would like for his/her official University of the Arts transcript to reflect **Graduate Record**, please complete the steps below for a **Graduate Credit Petition**. In addition to completing the **Graduate Record Petition**, students will be required to submit a copy of their transcript from universities attended where the highest level degree was earned.

The completion of the Graduate Credit Petition will convert all existing and future coursework taken through either PIE or SMS to be listed on The University of the Arts transcript as an academic level of "Graduate Record" instead of "Continuing Studies." **This petition will only need to be completed one time in order for a student's coursework to be reflected as Graduate Record.**

1. Login to The University of the Arts portal (mycampus.uarts.edu)



<https://mycampus.uarts.edu/cas/login?service=https%3A%2F%2Fmycampus.uarts.edu/cas/login>

THE UNIVERSITY OF THE ARTS

Login

Need Help? Call 215.717.6677

Login:

Password:

Remember Me

[Reset Password](#)

By signing onto this portal, you agree to abide by its [Terms of Use](#). Violations could lead to restriction of portal privileges and/or disciplinary action.

If you have never logged into the portal, please visit <http://cs.uarts.edu/about/uarts-portal-login-instructions> for instructions. If you do not know your user ID, please contact 215.717.6006 or email cs@uarts.edu

2. Select the 'Offices and Services' tab from the top navigation, and next 'Office of the Registrar' and next 'Student Forms & Requests'.

The screenshot shows the top navigation bar of The University of the Arts website. The 'Offices and Services' dropdown menu is open, showing a list of departments. A sub-menu for the 'Office of the Registrar' is also open, with a blue arrow pointing to the 'Student Forms & Requests' option. The background shows a calendar for June 2016 and a 'Favorites' sidebar.

Home Academic Departments and Divisions ▾ Offices and Services ▾ Reference Documents ▾ Document Library

Offices and Services

- Office of the Provost
- Admissions
- Advancement
- Center for Teaching and Learning
- Corzo Center
- Finance and Administration
- Institutional Research & Effectiveness
- Facilities Management/Operations
- Human Resources
- Office of the Registrar
- Student Financial Services
- Student Affairs
- School Store
- Technology
- University Libraries

Office of the Registrar

- registrar.uarts.edu
- Charts & Graphs
- Refreshable Reports
- Student Forms & Requests

3. Select **PIE Graduate Credit** form listed within the left-hand navigation of the page

The screenshot shows the 'Office of the Registrar: Student Forms & Requests' page. The left-hand navigation pane is open, showing a list of electronic forms. A blue arrow points to the 'PIE Graduate Credit' form. The main content area displays the title and a message to click on a selection from the list.

Home / Offices and Services / Office of the Registrar / Student Forms & Requests

Students - Electronic Forms

The following forms are now available to submit electronically directly from the Portal. Please click on a form below to begin:

- CAMD Major Declaration
- Change of Preferred Name
- Honors Scholars Program Application
- Leave of Absence
- PIE Graduate Credit
- Withdrawal from University

Students - Other Forms

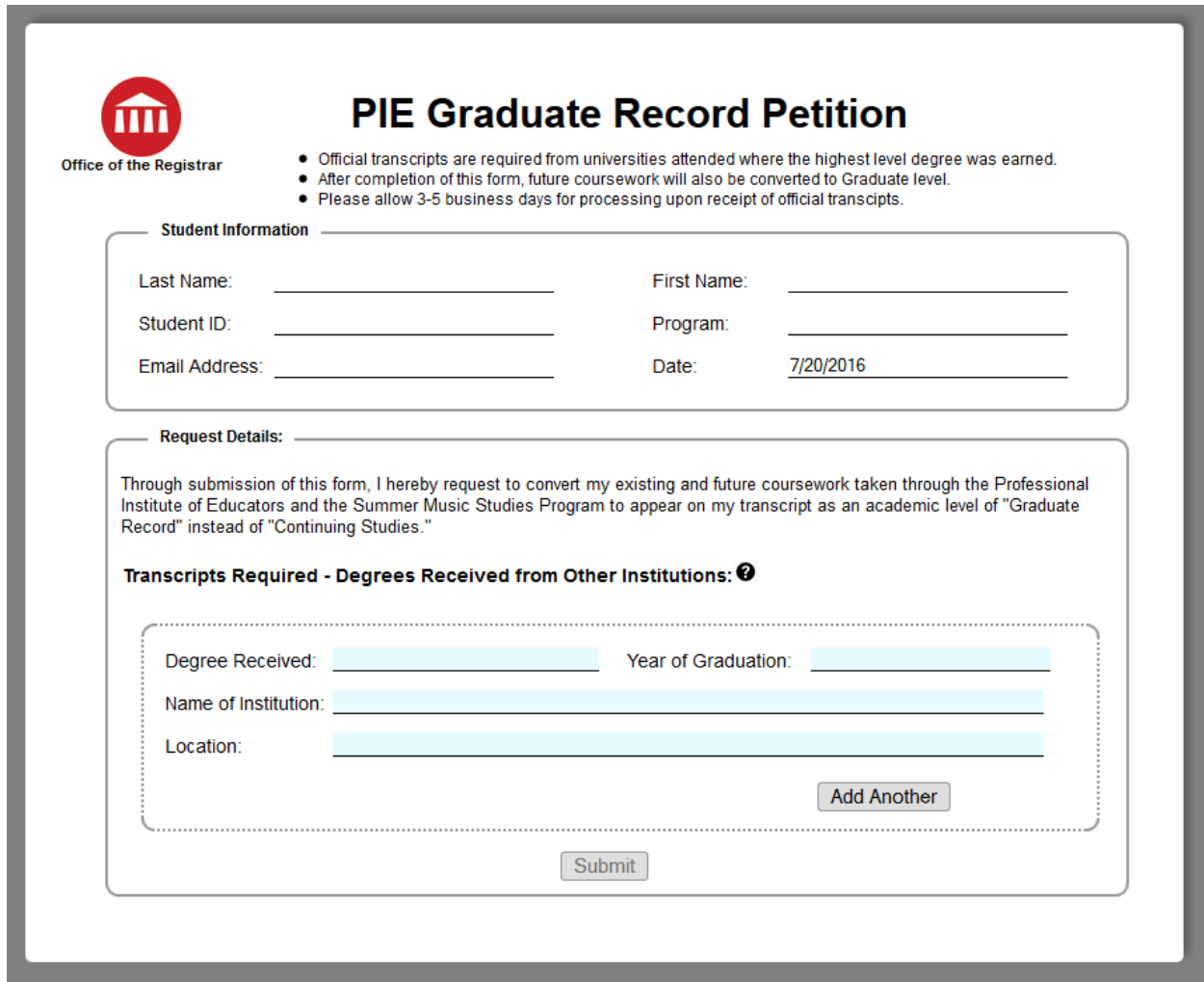
The following forms do not yet have an electronic

Forms and Requests

Office of the Registrar: Student Forms & Requests

Please click on your selection from the list of electronic forms to begin.

4. Complete the **PIE Graduate Record Petition**



The form is titled "PIE Graduate Record Petition" and is from the "Office of the Registrar". It includes a red circular logo with a white building icon. The form is divided into two main sections: "Student Information" and "Request Details".

Student Information

Last Name: _____ First Name: _____
Student ID: _____ Program: _____
Email Address: _____ Date: 7/20/2016

Request Details:

Through submission of this form, I hereby request to convert my existing and future coursework taken through the Professional Institute of Educators and the Summer Music Studies Program to appear on my transcript as an academic level of "Graduate Record" instead of "Continuing Studies."

Transcripts Required - Degrees Received from Other Institutions: ⓘ

Degree Received: _____ Year of Graduation: _____
Name of Institution: _____
Location: _____

Transcripts can be submitted by mail to:

The University of the Arts
Office of the Registrar
320 S. Broad Street
Philadelphia, PA 19102

The University of the Arts Office of the Registrar will accept electronic transcripts, if prompted for an email address, please submit registrar@uarts.edu

Please allow 3-5 days for processing upon receipt of official transcripts. You will receive notification by email when your petition has been approved and processed.

Questions?

Please contact Continuing Studies at 215.717.6006 or cs@uarts.edu