Request to Forfeit AP/IB Credit



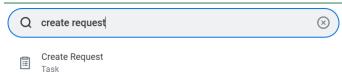
<u>Important</u>: Workday Student automatically blocks registration for courses where a student has already earned AP/IB credit. To avoid this, students must officially request to forfeit their AP/IB credit before attempting to register for the equivalent course.

Once a Forfeit AP/IB credit is submitted, the request is irrevocable. Students should consult with an Academic Advisor before making the request.

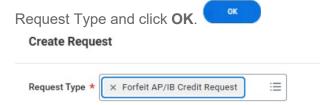
Create Request to Forfeit AP/IB Credit

Students will use the **Create Request** task to request a forfeit for AP/IB credit.

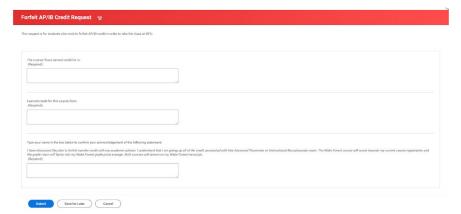
- 1. Complete the following steps to **Create Request** task:
- 2. Using the Workday search bar, search for and select the Create Request task.



3. Search and select Forfeit AP/IB Credit Request for the



4. Complete the Forfeit AP/IB Credit Request questionnaire and click Submit.





<u>Note</u>: Once the Forfeit AP/IB Credit Request is submitted, the Office of the University Registrar must process the request before the AP/IB credit is removed.

