

Graduate Credit for Undergraduate Work Request

Use this form to request approval to receive graduate credit for undergraduate work. The approved application must be delivered to the Office of the Registrar, Administration 409, during the semester before that in which courses are to be taken.

STUDENT IDENTIFICATION

Bring your Golden Eagle One Card or other photo identification when dropping off this form in the Records Office, ADM 409 .

Name: _____

CIN: _____

Undergraduate students with 90 semester units completed may take for graduate credit a maximum of 9 semester units in courses beyond the minimum requirements for the baccalaureate degree, provided they have maintained a grade point average of 2.75. Graduate credit is allowed for courses numbered in the 4000 and 5000 series only. Enrollment in any course for which graduate credit is requested must be approved in advance by the instructor teaching the course, the student's adviser and the coordinator/chair/director of the program/department/division/school offering the course.

REQUIRED INFORMATION

1. Expected Date of Graduation (Semester/Year): _____

2. Contact Information

Phone: _____

Email: _____

3. Student Signature: _____ Date: _____

REQUESTED COURSE TO BE COMPLETED FOR GRADUATE CREDIT

I request graduate credit for the following course:

Course: _____

Example: PSY 4650

Term taken: _____

Example: Fall 2018

Approvals:	Signature	Date
Instructor: Grant Deny		
Advisor: Grant Deny		
Coordinator/Chair/Director: Grant Deny		

FOR OFFICE USE ONLY

1. Course must be 4000 or 5000 level 2. 3 approval signatures required 3. 2.75 cumulative GPA required in all baccalaureate coursework 4. Course must not be used towards bachelor's degree	Met	Not Met

Graduate Credit has been: Granted Denied

If denied, reason for denial (refer to "Not met column") : _____

Evaluator Signature: _____

Date: _____

Extension: _____