

Request for Seniors to Enroll in a Graduate Course for Graduate Credit

STUDENT INFORMATION:

Student ID: @ _____ Phone Number: _____

Name: Last _____ First _____ M.I. _____

Cumulative GPA*: _____ Total Credits Earned**: _____ Major: _____
 *2.5 Minimum Requirement **Must be within 12 credits of completing bachelor degree requirements.

Requesting enrollment for the following:

Term: (Check One): Fall 20__ Wintersession 20__ Spring 20__ Summer 20__ Session ____

Course: _____

CRN	Subject	Course No.	Section	Course Title	Instructor's Name

Student Signature: _____ Date: _____

REQUIRED SIGNATURES:

One of the following signatures is required before submitting this request during the "Add" period.

Approve Disapprove _____
 Student's Advisor Date

-OR-

Approve Disapprove _____
 Department Chair, Student's Major Date

If this request is for a 700-level course, the following signatures are required in addition to the signature above :

Approve Disapprove _____
 Program Head, Student's Graduate Major Date

Approve Disapprove _____
 Dean, Graduate Studies and Research Date

Mail or Fax Completed Form to: **Office of Records and Registration, Edinboro University, Hamilton Hall, 210 Glasgow Rd, Edinboro, PA 16444, Fax: 814.732.2130, Phone: 814.732.5555**

Or Email to: records@edinboro.edu

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REQUEST TO ENROLL IN A GRADUATE COURSE FOR GRADUATE CREDIT

Enrollment of Seniors in Graduate Courses for Graduate Credit

Undergraduate students who are within 12 semester hours of completing all courses and/or credit requirements for the bachelor's degree may enroll in a maximum of nine semester hours of graduate credit, provided the following conditions are met:

1. The student has completed all requirements for admission to graduate study except earning of the bachelor's degree.
2. Courses are approved by the student's graduate advisor or department chairperson of the student's graduate major.
3. Graduate course tuition and fees are paid.
4. The combination of graduate and undergraduate credits taken in one semester does not exceed 15 semester hours, and the number of graduate credits does not exceed 9 semester hours.

PLEASE NOTE:

- Enrollment in a 700-level course requires approval by the Dean of Graduate Studies and Research and the Program Head of the student's graduate major.
- Graduate credit will be granted upon completion of the bachelor's degree, if this degree is completed within one calendar year following the completion of the first graduate course.