SHIPPENSBURG UNIVERSITY GRADUATE COURSE REQUEST FORM

This form is to be used by undergraduate students who wish to take a graduate course.

Student: ____________________________ SU ID: __________________ Major: ____________________________

Course Title: __________________________ Course # and CRN: ______________________________

Course to count towards: Bachelor’s Degree*: _____ Master’s Degree**: _____

Course Term/Year: Fall: ______ Spring: ______ Summer Term: _____ Winter Term: _____

Earned Credits + Registered Credits at time of application: ______

QPA at time of application: ______

* If the course is to count towards the bachelor’s degree, it will be listed as an undergraduate course on
the transcript and the letter grade will be used in the QPA calculation. Must be a senior in good
academic standing with a cumulative QPA of 3.0 or higher.

**If the course is not needed to count towards the bachelor’s degree, it will be listed on the transcript
as a graduate course and can be transferred to a master’s degree. The course(s) are to be taken in your
final semester and can be up to a maximum of two courses. Must be a senior in good academic standing
who qualifies for admission to graduate study in the department which is offering the course.

Dept. Chair Signature: _____________________________________________ Date: ______________
(This is the Dept. Chair for the student’s major.)

Associate Dean/Dean Signature: ______________________________________ Date: ______________

Graduate Dean Signature: ____________________________________________ Date: ______________

Send to Registrar’s Office once all signatures are obtained.

Updated: 03/27/17