

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 undergraduate degree: Yes*: ____ No***: ____

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 undergraduate 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 undergraduate degree, it will be listed on the transcript as a graduate course and can be transferred to a graduate 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.

Chair Signature: _____ Date: _____

Dean Signature: _____ Date: _____

Graduate Dean: _____ Date: _____

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