

SHIPPENSBURG UNIVERSITY UNDERGRADUATE REQUEST TO TAKE GRADUATE COURSE FORM

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

Student: _____ SU ID: _____ Major: _____

Earned Credits + Registered Credits at time of application: _____

QPA at time of application: _____

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

Course Title: _____ Course # and CRN: _____

Course to count towards: Bachelor's Degree*: _____ Master's Degree**: _____ 4+1 Program: _____***

If Bachelor's degree or 4+1, how will course apply to degree: Course Substitution _____ Free Elective _____

If Course Substitution, provide details below:

<i>Required Course</i>			<i>Course Substitution</i>		
Course #	Course Title	Credits	Course #	Course Title	Credits

* 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 year 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.

***Student must have applied and been accepted into a qualifying 4+1 program. The course will count for both the bachelor's degree and master's degree, it will be listed on both the undergraduate and graduate transcript and the letter grade will be used in both the undergraduate and graduate QPA calculation. The only exception is the Accounting/MBA program, where the course will only apply to the graduate degree.

Dept. Chair Signature: _____ Date: _____
(This is the Dept. Chair for the student's major.)

Dept. Chair, Print Name: _____

Associate Dean/Dean Signature: _____ Date: _____

Send to Registrar's Office once all signatures are obtained. The Registrar's Office will update the student record and register the student for the approved course. Dean's Office and Department Office should not schedule the student, if they have questions or concerns please contact the Registrar's Office.