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 Information	:				
Student:		SU ID:			
Major:	Student e				
Earned Credits + Reg	istered Credits at tim	e of applicat	ion:	QPA at time of application: _	
Course Information:					
Subject & Course #:_		CRN:	Title:_		
Year/Term: Fall:	Spring:	Summer :	Winter:		
How will the course	count:				
Bachelor's Degree*:	Master's Degr	ee**:	Accelerated/	/4+1 Program:***	
If Bachelor's degree	or Accelerated/4+1, h	now will cour	se apply to de	gree:	
_	ram: 400 level course titution, provide deta				
	Required Course			Course Substitution	
Subject & Course Course #	e Title	Credits	Subject & Course #	Course Title	Credits
				 pachelor's degree, it will be liste	
good academic stand **Master's Degree- as a graduate course can be up to a maxin	ding with a cumulative If the course is not ne and can be transferr	e QPA of 3.0 eeded to cou ed to a masto Must be a ser	or higher. nt towards the er's degree. The nior in good ac	used in the QPA calculation. Me e bachelor's degree, it will be list ne course(s) are to be taken in y cademic standing who qualifies	sted on the tra your final year
program. The course undergraduate and g	e will count for both t graduate transcript an	he bachelor's and the letter \S	s degree and r grade will be u	accepted into a qualifying Acce master's degree, it will be listed used in both the undergraduate ere the course will only apply to	on both the and graduate
Dept. Chair Signature:				Date:	
(This is the Dept. Cha	air for the student's m	najor.)			
Dept. Chair, Print Na	me:				
Associate Dean/Dea	n Signature:			Date:	
Send to Registrar's C	Office once all signatu	res are obtai	ned. The Regi	strar's Office will update the sto partment Office should not sch	udent record a

Updated: 6/9/25

they have questions or concerns please contact the Registrar's Office.