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 email: _____

Earned Credits + Registered Credits at time of application: _____ 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 Degree**: _____ Accelerated/4+1 Program: ____***

If Bachelor's degree or Accelerated/4+1, how will course apply to degree:

- ☐ Part of Program: 400 level course for G credit
- ☐ Course Substitution, provide details below
- ☐ Free Elective

Required Course			***Course Substitution***		
Subject & Course #	Course Title	Credits	Subject & Course #	Course Title	Credits

* **Bachelor's Degree** -Must be a student with at least 75 credits and overall GPA of 3.0. The course will count towards the student's bachelor's degree; it will be listed as an undergraduate course on the undergraduate transcript, and the letter grade will be used in the QPA calculation. Students may only enroll in 1 course per semester/term for a maximum of 9 graduate credits.

****Master's Degree**- Must be a student with at least 75 credits and overall GPA of 3.0 who qualifies for admission to graduate study in the department which is offering the course. The course will not count towards the student's bachelor's degree; it will be listed on the graduate transcript and can be transferred to a master's degree. The course(s) are taken in the final year for a maximum of two courses

*****Accelerated/4+1 Program**: Student must have applied and been accepted into a qualifying Accelerated/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.

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.

Updated: 6/26/26