

Request to Register for Graduate Level Courses for Graduate Credit

Undergraduate students at Clarion University within nine credits of graduation and a minimum cumulative grade-point average (GPA) of 3.0 are eligible to apply to enroll and earn graduate-level credit. **Please note these courses cannot be used for an undergraduate degree program.** Please see requirements and directions on the back of this form.

Clarion ID: _____ Date: _____

Name: _____
(Last) (First) (Middle) (Former)

Home Address: _____
(Number and Street) (City) (State) (Zip Code)

Local Phone: _____

Undergraduate Major: _____

Total Hours Earned: _____

Cumulative GPA: _____

(*Including all transferred credits, current credits, & credit by exam)

I am requesting permission to take graduate level coursework for the _____ semester or Summer _____
(Term/Year) (Year)

Course No.	Section No.	Course Title	Credits

Total credit to be granted: _____ (Graduate)

Student's Signature: _____

Date: _____

Approved: _____
(Undergraduate Advisor's Signature)

Date: _____

Approved: _____
(Department Chair of Undergraduate Major Signature)

Date: _____

Approved: _____
(Graduate Program Coordinator Signature)

Date: _____

Approved: _____
(Student's Dean Signature)

Date: _____

***Contact Student Financial Services at 1-800-672-7171, opt. #2 to determine if taking graduate coursework will impact your financial aid eligibility.**

Requirements and Directions

Request to Register for Graduate Level Courses for Graduate Credit

This form is intended for senior undergraduate students at Clarion University who are within nine credits of graduation, including current courses in progress. Students must have a cumulative GPA of 3.0. Students who are interested in this option are advised to meet with their undergraduate academic advisor and the appropriate academic graduate program coordinator prior to completing this form. Information is also available from the Office of the Registrar.

Graduate areas of study reserve the right to limit student enrollment in graduate-level programs. Some graduate-level courses may have prerequisites and/or course expectations that prohibit the enrollment of undergraduate students. Students should speak with the appropriate academic graduate program coordinator for information regarding eligibility to enroll in a specific graduate course.

Credits earned under this program establish a permanent graduate-level record at Clarion University and are available for transfer to other accredited institutions. **Credits earned under the program are for graduate credit, separate from the undergraduate credits earned for degree, and will not be calculated in the student's undergraduate credit and grade-point total.** Questions should be directed to the Office of the Registrar or the student's undergraduate advisor.

Please review the directions and requirements listed below:

1. File the *“Request for Graduate Level Courses for Graduate Credit” form* during the registration period for the intended semester. (The form is good for only one semester at a time; therefore, students are not automatically eligible to register for graduate credit the following semester.)
2. Courses to be taken must be identified on the application form before signatures and final approval. No substitutes are permitted.
3. Students may not take more than two graduate-level courses per semester. A limit of nine graduate credits may be earned prior to formal admission as a graduate student.
4. This form requires the signatures of the undergraduate advisor, department chair, graduate program coordinator, and the dean of the undergraduate program. Completed forms are to be returned to Becht Lobby Resource Desk.
5. Graduate credits earned may be transferred to another institution at the option of the receiving school.
6. Tuition and fees: undergraduate students taking graduate courses will be charged undergraduate tuition and fees for all courses.
7. *Financial Aid: contact Student Financial Services at 1-800-672-7171, opt. #2 to determine if taking graduate coursework will impact your financial aid eligibility.
8. Return the completed, signed form to 148 Becht Hall.