Shepherd University Graduate Programs
UNDERGRADUATE REQUEST TO ENROLL IN A GRADUATE COURSE

No more than nine (9) credits of graduate work may be taken by an undergraduate student. **Student must be in good academic standing, with a minimum 2.75 GPA, and must have earned a minimum of 96 undergraduate credit hours.** Graduate courses taken by undergraduates are applied to the student record in one of two ways:

I request approval to enroll in a graduate-level course for (select one):

_____ 1) UNDERGRADUATE CREDIT: Credits appear on the undergraduate transcript only, apply towards the undergraduate 128-hour minimum, calculate in the undergraduate GPA, and may be used as a substitute for an approved undergraduate course or degree requirement. Credits applied in this manner may not later be applied to a graduate program.

_____ 2) RESERVE GRADUATE CREDIT: Credits are held in reserve for future participation in a graduate program, either here at Shepherd University or by transfer to another graduate program. Graduate courses taken for reserve graduate credit may not be used toward any requirements in the undergraduate degree. The credits will not accrue toward the undergraduate 128-hour minimum, the quality points will not calculate in the undergraduate GPA, and the course may not be used as a substitute for any undergraduate course or degree requirement.

Approval to take graduate courses for undergraduate or reserve graduate credit does not constitute a guarantee or promise of future admission to a Shepherd University graduate program.

Instructions: Return form **(with Sections I-III completed)** to the Office of the Registrar, Ikenberry Hall.

I. Student Information

Name _____ SID _____

Mailing Address _____ Email _____

_____ Phone _____

II. Course Information

Term _____ Course _____ CRN _____

III. Signatures

_____
Student's Advisor

_____ _____
Course Instructor **Chair of Department Offering the Course**

IV. Registrar Certification

Initials _____

Major _____

Academic Standing _____ **Hours Earned** _____ **Cumulative GPA** _____

_____ **Date** _____ **DENIED**
Approved, Graduate Committee

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