

**OFFICE OF ACADEMIC RECORDS & REGISTRATION
 SLIPPERY ROCK UNIVERSITY
 SLIPPERY ROCK, PA 16057
 academic.records@sru.edu
 724.738.2010**

REQUEST TO EARN GRADUATE CREDIT FOR SENIOR UNDERGRADUATE STUDENTS

SRU undergraduates who are of senior standing (90 or more credits) with a minimum cumulative 3.0 GPA are eligible to apply, enroll, and earn graduate level credit. Please see requirements and directions on the back of this form.

 Undergraduate Major Cumulative GPA Total Hours Earned
(Including all transferred credits, current credits & credit by exam)

The student listed above is requesting permission to take graduate level coursework for the: _____
 Term Year Session
(if summer was chosen)

COURSE TITLE	Subj.	Course #	Section #	CRN #	Credits
Graduate Course Title					
Graduate Course Professor's Signature _____ Date Approved _____					
Graduate Course Title					
Graduate Course Professor's Signature _____ Date Approved _____					

Total credit (s): _____ (Graduate level)

 Student's Signature Date

 Approved: Advisor's Signature Date

 Approved: Student's Dean's Signature Date

 Approved: Graduate Program Dept. Chairperson's Signature Date

 Counseled by: Financial Aid Staff Date

****Will not be processed without Financial Aid's Approval****

Please see reverse side for Requirements.

Requirements and Directions:

Requests to Earn Graduate Credit for Senior Undergraduate Students

This application form is intended for senior undergraduate students at Slippery Rock University who have earned 90 credits or more, including current courses in progress. Seniors are encouraged to experience graduate coursework as a way of exploring their future interests in graduate study. Students who are interested in this option are advised to visit with their undergraduate academic advisor and the appropriate academic program graduate coordinator prior to completing this form. Information is also available from the Office of Graduate Admissions, North Hall Welcome Center.

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

Graduate areas of study reserve the right to limit student enrollment in graduate level courses. Some graduate level courses may have prerequisites and/or course expectations which prohibit the enrollment of undergraduate students. See the appropriate academic program graduate coordinator for more information.

***Important notification for students receiving financial aid:** An undergraduate student taking a Graduate Course for Graduate Credit is eligible for financial aid based **ONLY on their undergraduate course-load**.

For example, a student enrolls in 9 credits of undergraduate courses and 3 credits in a Graduate course for Graduate credit; the student is considered enrolled 3/4 for financial aid. This will impact your aid eligibility and you may lose funds.

Please review the directions and requirements listed below:

1. File the ***Request to Earn Graduate Credit Form*** prior to final registration for the intended semester. (This 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. The form requires the signatures of the undergraduate advisor, graduate course instructor, program graduate coordinator and dean of the student's undergraduate college. Completed forms are directed to the Office of Academic Records & Registration, Room 107, Old Main.
3. GRE/GMAT/MAT scores are **not** required.
4. **No application fee** is required.
5. Graduate credits earned may be transferred to another institution at the option of the receiving school.
6. Students may **not** take more than two graduate level courses per semester. A limit of **6 graduate credits** may be earned prior to formal admission as a graduate level student.
7. Students pay undergraduate level tuition and fees for graduate level courses and credit. Courses to be taken must be identified on the application form prior to signatures and final approval. No substitutions are permitted. Tuition charges will be prorated according to current university tuition rates for full and part-time.
8. This policy **does not** apply to undergraduate post-bacc students and undergraduate students eligible to take 500 level courses for undergraduate credit.
9. Return the completed form to the Office of Academic Records & Registration.