

**Shepherd University Graduate Program  
UNDERGRADUATE REQUEST TO ENROLL IN A GRADUATE COURSE**

No more than nine (9) credits of graduate work may be taken by an undergraduate student. **A student may not participate prior to or after an accelerated (4+1) master's degree program.** Student must be in good academic standing, with a minimum 2.75 GPA, and must have earned a minimum of 75 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 120-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 120-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.**

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Instructions: Return form **(with Sections I-III completed)** to the School of Graduate and Professional Studies, sdonovan@shepherd.edu

**I. Student Information**

Name \_\_\_\_\_ SID \_\_\_\_\_

Email \_\_\_\_\_@rams.shepherd.edu

**II. Course Information**

CRN#	SUB	CRS	SEC	*UG Requirement Fulfilled SUBJ/NUMBER
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**III. Signatures**

\_\_\_\_\_  
Undergraduate Advisor

\_\_\_\_\_  
Program Coordinator of Program Offering the Course

**For School of Graduate and Professional Studies use only.**

**IV. Graduate Studies Certification**

Initials \_\_\_\_\_

Major \_\_\_\_\_

Hours Earned \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

\_\_\_\_\_ APPROVE

\_\_\_\_\_ DENY

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Dean of College

Date