



**Office of the
University Registrar**
25 University Avenue, West Chester, PA 19383
Ph: 610-436-3541 Fx: 610-436-2370
www.wcupa.edu/registrar#

WCU ID# _____

Required

APPLICATION FOR AN UNDERGRADUATE TO TAKE A GRADUATE COURSE FOR UNDERGRADUATE CREDIT

Instructions: Please complete all information on the form and return to the Registrar's Office for processing. A separate form must be filed for each course taken. **This form must be filed in the Registrar's Office before the end of the Drop/Add period.** Students may not elect to change between undergraduate and graduate credit after the Drop/Add period.

1. Student must be a senior with an overall Cumulative GPA of 3.0 or better.
2. Once a grade is recorded for undergraduate credit, it cannot be transferred to graduate credit at a later date.

Term: Fall _____ Spring _____ Summer _____
(Year) (Year) (Year & Session)

Student Name: _____

Course (Subj/Num/Section) - _____ Cum GPA: _____

Reason for request: _____

Required Signatures:

Student's Major Advisor: _____ Date: _____

Course Professor: _____ Date: _____

Department Chair of Course: _____ Date: _____

Associate Provost & Grad. Dean: _____ Date: _____

Registrar: _____ Date: _____

Student's signature/Date (required): _____

Office Use Only

Processed by: _____ Date: _____