

UNDERGRADUATE CREDIT FOR GRADUATE COURSE

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.**

An undergraduate student who is pursuing a bachelor's degree and has completed 90 credits may enroll in up to six (6) credits of graduate-level course work with approval. Applications require an overall grade point average (GPA) of 3.00, permission of the major advisor, course professor, course department chair, and the Dean of the Graduate School, and must be filed in the Registrar's Office before the end of the Drop/Add period.

Students are considered undergraduates until the undergraduate degree is conferred. They are thereby held to policies in the undergraduate catalog, and all fees will be charged at the undergraduate level. If a student is admitted to a graduate program at WCU, up to six (6) earned graduate-level credits may be applied to the degree program subject to the approval of the graduate department.

Term: Fall _____ Winter _____ Spring _____ Summer _____
(Year) (Year) (Year) (Year & Part of Term)

Student Name: _____

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

Reason for request: _____

Student's signature (required):

Date: _____

Department/University Approval Signatures

Student's Major Advisor: _____

Date: _____

Course Professor: _____

Date: _____

Department Chair of Course: _____

Date: _____

Dean of the Graduate School: _____

Date: _____

Registrar: _____

Date: _____

Office Use Only

Processed by: _____ Date: _____