

REQUEST TO RESERVE COURSEWORK FOR GRADUATE CREDIT

Graduate level coursework taken within 12 months prior to completing the baccalaureate degree or during the last semester in-residence prior to completing the baccalaureate degree, but not included in that degree's requirements, may be reserved for graduate credit when approved by the student's advisor, the course instructor, and the college dean. If a course is dual listed at the 4000/5000-level, the course must be taken at the 5000-level to receive graduate credit.

Reserving coursework does not obligate the student's graduate committee to accept that coursework into the graduate Program of Study for earning a graduate degree. Students may only transfer 6 hours of undergraduate coursework, reserved for graduate credit into any graduate degree program. Coursework reserved will be designated as "reserved for graduate credit" on the permanent transcript.

**INSTRUCTIONS**

To reserve coursework for graduate credit, **student must be enrolled** in the course and this form must be completed and submitted to the Office of the Registrar by the last day to drop classes for the semester in which the course(s) is taken. The purpose of this deadline and the instructor's required signature is to ensure that the instructor of the course is aware of the student's change of status in the course from undergraduate to graduate. Evaluation of performance in the course should be at that expected of a graduate student.

**Requests for retroactive reserve for graduate credit will NOT be approved.**

Student's Name (please print or type)

Student's W#

Student's Address and email

Student's expected  
undergraduate graduation  
date

Student's  
Signature

*PLEASE RESERVE THE FOLLOWING COURSEWORK FOR GRADUATE CREDIT*

Please print or type

Current Major: \_\_\_\_\_ Current Term: \_\_\_\_\_

Dept.	Course Number	Course Section	Credit Hours	Student evaluated at graduate level	Instructor's Signature	Date
_____	_____	_____	_____	<input type="checkbox"/>	_____	_____
_____	_____	_____	_____	<input type="checkbox"/>	_____	_____
_____	_____	_____	_____	<input type="checkbox"/>	_____	_____

Advisor's Signature, if approved

Date

College Dean/Provost's Signature, if approved

Date

Financial Aid Office Signature, to confirm a change to course level will not negatively impact aid received

Date

Registrar's Office Signature, to confirm course not required for undergraduate degree completion

Date