



Request for Graduate Credit Registration for Senior Undergraduate Students

Undergraduates who have earned credit hours 90 or greater with a minimum cumulative grade-point average (GPA) of 3.0 or higher are eligible to apply to take graduate-level course and earn graduate-level credit. Please see requirements and directions on the back of this form.

RAM ID: _____ Date: _____

Name: _____
(Last) (First) (Middle) (Former)

Home Address: _____
(Number and Street) (City) (State) (Zip Code)

Local Phone: _____

Undergraduate Major: _____ Total Hours Earned: _____

(*Including all transferred credits, current credits, & credit by exam)

Cumulative GPA: _____

I am requesting permission to take graduate level coursework for the _____ semester _____
(Term) (Year)

Course No.	Section No.	Course Title	Credits

Total credit to be granted: _____(Graduate)

Student's Signature: _____ Date: _____

Approved: _____ Date: _____
(Undergraduate Advisor's Signature)

Approved: _____ Date: _____
(Department Chair of Undergraduate Major)

Approved: _____ Date: _____
(Graduate Program Coordinator)

Approved: _____ Date: _____
(Student's Dean Signature)

Approved: _____ Date: _____
(Dean of Graduate School Signature)

Requirements and Directions

Request for Graduate Credit Registration for Senior Undergraduate Students

This application form is intended for undergraduates at Albany State University who have earned credit hours 90 or greater with a minimum cumulative grade-point average (GPA) of 3.0 or higher. Students who are interested in this option are advised to meet with their undergraduate academic advisor and the appropriate academic graduate program coordinator prior to completing this form. Information is also available from the Office of the Registrar.

Graduate areas of study reserve the right to limit student enrollment in graduate-level programs. Some graduate-level courses may have prerequisites and/or course expectations that prohibit the enrollment of undergraduate students. Students should speak with the appropriate academic graduate program coordinator for information regarding eligibility to enroll in a specific graduate course.

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

Please review the directions and requirements listed below:

1. File the *Request for Graduate Credit Registration Form* during the registration period for the intended semester. (The 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. Courses to be taken must be identified on the application form before signatures and final approval. No substitutes are permitted.
3. Students may not take more than six graduate credit hours per semester. A limit of nine graduate credits may be earned prior to formal admission as a graduate student.
4. This form requires the signatures of the undergraduate advisor, department chair, graduate program coordinator, and the dean of the undergraduate program. Completed forms are to be returned to your Academic Advisor.
5. Graduate credits earned may be transferred to another institution at the option of the receiving school.
6. Tuition and fees: undergraduate students taking graduate courses will be charged undergraduate tuition and fees for all courses.
7. Financial Aid: contact Student Financial Services at 229-500-2926, opt. #2 to determine if taking graduate coursework will impact your financial aid eligibility.
8. Return the completed, signed form to your Academic Advisor.