



Graduate Studies, Stratton Administration Center  
P.O. Box 730 • Kutztown, PA 19530 • (610) 683-4220

## APPROVAL TO ENROLL IN A GRADUATE COURSE BY A GRADUATING SENIOR STUDENT

Please use a separate form for each course. After all signatures are obtained, please return the form to the Office of the Registrar.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Course Prefix

\_\_\_\_\_  
Course #

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Semester

\_\_\_\_\_  
Year

By signing the following statement, I acknowledge I have read and fully understand that I am subject to all conditions and terms of the policy that appear on the reverse of this form. I further acknowledge that to receive graduate credit for this course,

- a. I shall have made application for admission to the Graduate Studies Program;
- b. I currently maintain a grade point average of 3.0 or better;
- c. I must meet any and all additional requirements which may be required in order for me to receive graduate credit, and that such requirements shall always exceed the requirements for receiving undergraduate credit for the same course;
- d. my decision to seek graduate credit is **irrevocable**. This means that I may not transfer from the graduate credit section of this course in favor of the undergraduate section of this course;
- e. I must pay graduate tuition and fees for graduate classes enrolled under this policy;
- f. I may not enroll for more than nine (9) semester hours of graduate credit prior to receiving the baccalaureate degree and that said graduate credits shall not affect my undergraduate transcript or grade point average (GPA);
- g. and any and all graduate credits earned under this policy shall be awarded to me and recorded upon a new graduate transcript only upon my successful completion of a baccalaureate degree at Kutztown University.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

### APPROVALS:

\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Professor Teaching Course

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Dean of College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Dean of Graduate Studies

\_\_\_\_\_  
Date



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## **Policies Governing Undergraduate Students Seeking Early Enrollment in Graduate Studies as a Graduating Senior at Kutztown University**

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**Rational:** Undergraduate seniors who have made application to enter a Graduate Studies program may be eligible to begin graduate studies early.

- Seniors with a minimum cumulative grade point average (GPA) of 3.0 and/or special permission from the Dean of Graduate Studies, needing no more than 15 semester hours of academic credit to satisfy the requirements of their designated and declared baccalaureate degree may, with the approval of the chair(s) of the department(s) offering the graduate course(s), apply to the Dean of Graduate Studies for permission to supplement their undergraduate courses with graduate courses at either the 400 or 500 level.
- Such graduate credits do not apply toward meeting the requirements of any baccalaureate degree, nor shall they affect the undergraduate transcript or undergraduate GPA. Graduating seniors seeking early enrollment in graduate courses must be registered for all undergraduate courses required for graduation with the baccalaureate degree prior to enrolling in approved graduate courses during second cycle graduate registration.
- Graduate credit for a maximum of 9 semester hours of graduate work will be awarded only upon verification of completion of the baccalaureate degree.
- Tuition for a mix of undergraduate and graduate courses will be charged at the rate established for post-baccalaureate certification students.
- Employee waivers of tuition will not apply for graduate courses.