

Office of the Registrar
UG Student Permission to Enroll in GR Courses

** This does not apply to students in accelerated Bachelor's to Master's programs at PennWest **
(For participation in accelerated programs, the student should reference PennWest Policy AC005.)

Policy Undergraduate students who have earned senior standing (90+ earned credits towards their undergraduate degree) may enroll in a maximum of 6 graduate credits as an undergraduate student if they meet the following requirements:

- The student must possess and maintain a minimum cumulative GPA of 3.0.
- Undergraduate transfer students with senior standing must have earned a minimum of 12 credits from Pennsylvania Western University prior to enrolling in graduate courses.
- Individual departments determine the prerequisites for each course, and the student must meet these prerequisite requirements or obtain a waiver of the prerequisite from the instructor and department chair.

Important Disclaimers:

- A. If a graduate course is taken for credit to apply toward meeting undergraduate program graduation requirements, the course and credits cannot also count toward graduate program requirements at PennWest.
- B. If a graduate course is taken for credit toward a graduate program, the course and credits cannot also be applied toward the undergraduate program requirements at PennWest.
 - i. Students must fulfill all requirements for entrance into the graduate program of which the courses are part, other than completion of the undergraduate degree or teaching certification, where appropriate.

How GR Courses will apply:

Name: _____	PWID#: _____
Email: _____	Current UG Major: _____
Number of UG Credits Earned to Date: _____	Estimated completion date for Bachelor's: _____
Current Cumulative <u>PennWest</u> UG GPA: _____	Term & Year GR courses will be registered: Fall _____ Winter _____ Spring _____ Summer _____

Graduate Courses and Course Substitutions: Program Coordinator and Student must complete the students' progression below, making notation of the UG course substitutions for processing.

Financial Aid Precaution: Because all student aid packages are different, student must meet with the Financial Aid Office to discuss any impact graduate course enrollment may have on their financial aid eligibility.

Courses to be taken

Substitution for UG Course

Example:

MGT 742 Human Resource Management	MGT 452 Human Res. Start. & Plan

Student Signature: _____	Date: _____
Advisor: _____	Date: _____
Course Instructor: _____	Date: _____
Department Chair: _____	Date: _____

Instructions:

- Student to complete form with all required information and forward to their Advisor & the Course Instructor for approval. **Digital signatures are preferred.**
- Once signed by both student's Advisor and Course Instructor, form to be forwarded to Department Chair for final approval.
- Department Chair signs digitally and emails form to Registrar@pennwest.edu.
- Please follow naming convention: TERM_PWID_UG_TAKING_GR_COURSES
 - Example: 202330_P11100023_UG_TAKING_GR_COURSES