



APPLICATION FOR GRADUATE CREDIT FOR GRADUATING SENIORS

Instructions: After reading the regulations in the University Catalog pertaining to graduate credit for seniors (section 4.7 in "University Academic Regulations"), complete this form with the assistance of your undergraduate advisor and, if necessary, an advisor in the department in which you expect to receive an advanced degree. **This form must be completed by the end of the second week of the semester in which the graduate level courses are taken (or by the end of the 1st week of a summer session).**

Today's Date _____ Student CWID# _____

Name _____
Last Name First Name Middle

Address _____
Street or Box No. City State Zip Code

The following request is for (circle semester) **FALL** **SPRING** **SUMMER** **20**_____

COURSES TO BE TAKEN THIS SEMESTER FOR UNDERGRADUATE CREDIT

Prefix	Course Number	No. of Credits	Course Title	Semester

Total undergraduate credits this semester _____

COURSES (INCLUDING 3000* AND 4000*) REQUESTED THIS SEMESTER FOR GRADUATE CREDIT

Prefix	Course Number	No. of Credits	Course Title	Semester	Instructor Approval*

Total graduate credits _____

* The signature of the graduate course instructor is required. The instructor must be a member of the Graduate Faculty.

The courses listed above represent my final schedule for the upcoming semester. I understand that to receive graduate credit for **ANY** of these courses, I must earn no less than a "B" in those courses for which I seek graduate credit. In addition, in the courses designated for graduate credit I must complete all work required of a graduate student. I have read Academic Regulation 4.7 in the University Catalog as well as the information on the back of this form and I understand the intent and requirements of this regulation. **I made application for my diploma on (date)** _____

Student Signature _____ Semester I expect to graduate: _____
 and Date: _____

Approved: _____ Date _____
 Undergraduate Advisor/ PHONE NUMBER

Approved: _____ Date _____
 Dean of student's undergraduate college and PHONE NUMBER

Approved: _____ Date _____
 Dean, Graduate College

Additional information for Academic Regulation 4.7 “Graduate Credit for Graduating Seniors”

This program is intended to encourage undergraduate students to continue their education in a graduate program at OSU. The graduate coursework taken as a part of this program may or may not be recognized for graduate credit at another university. The general guidelines are as follows:

- 1) **This form must be completed and turned into the Graduate College by the end of the second week of the semester in which the graduate level courses are taken (or by the end of the 1st week of a summer session).**
- 2) Students must have a minimum cumulative graduation/retention undergraduate GPA of **3.00**.
- 3) An OSU undergraduate student may apply to take graduate level coursework (for graduate credit) in his/her last semester or within the last 12 hours of coursework while enrolled as an undergraduate.
- 4) Students should be aware that taking graduate level courses while an undergraduate **may affect their financial aid**. Any student who receives financial aid should check with a financial aid officer BEFORE enrolling in graduate courses.
- 5) The student must earn no less than a “B” in any course for which he/she seeks graduate credit.
- 6) The maximum number of credit hours a student may use for graduate credit while an undergraduate is 15.
- 7) The graduate courses identified on this form may not be used to meet requirements for an undergraduate degree.
- 8) The student must have completed a diploma application for his/her undergraduate degree in the Certifications section of the Registrar’s office *prior to completing this form*.
- 9) Students are cautioned that institutions other than OSU may or may not allow courses taken for graduate credit during the senior year to be transferred into one of their graduate programs.
- 10) Specific University Academic Regulations regarding this process may be found in the University Catalog, Section 4.7.

Please contact the Graduate College with any questions regarding this form:

Graduate College
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Stillwater, OK 74078
405-744-6368
405-744-0355 (fax)
grad-i@okstate.edu