

Name: \_\_\_\_\_ Student Id Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Current Undergraduate Program (From Self-Service): \_\_\_\_\_

Current Cumulative GPA (Must Be Over A 3.0 – From My Progress In Self-Service): \_\_\_\_\_

Graduate Course(S) Requested: (Note, 6 graduate credits maximum in either the Fall or Spring terms.  
\*Summer term graduate courses are not permitted)

COURSE CODE #1: Fall or Spring Term: \_\_\_\_\_

What undergraduate degree requirement does this course satisfy? \_\_\_\_\_

COURSE CODE #2: Fall or Spring Term: \_\_\_\_\_

What undergraduate degree requirement does this course satisfy? \_\_\_\_\_

Please check if either of the following apply:

I am interested in applying to a WNE graduate program

I am a pre-accepted (4+1) student or have been accepted into a graduate program and am in good standing

Check one: I am a  Senior  Junior (with special permission from my Dean's Of ce)

Verify you have satisfied ALL of the following criteria required to take graduate courses as an undergraduate student:

My schedule is composed of at LEAST 12 Fall or Spring 15-week semester credits, including no more than 6 credits of graduate credits

My schedule is composed of at MOST 18 credits for the Fall or Spring semester including up to 6 graduate credits.  
NOTE: Undergraduate students are not permitted to take Summer graduate level courses

My requested graduate courses fulfill an undergraduate degree requirement (Major or Elective)

I understand my graduate courses will be recorded on my undergraduate transcript. Upon entry into graduate program at the University, my graduate courses will transfer to my graduate record as "TR" (no GPA); the minimum grade for transferring credits to the graduate program is a B (3.0).

I understand the maximum number of graduate credits is limited to a maximum of 6 per semester (or billing period) and limited to 12 overall credits during my undergraduate degree

For the Dean's Of ce:

Approved  Denied; reason: \_\_\_\_\_

Assistant Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Students: Please forward to your Dean's Of ce

College of Arts and Sciences: coas@wne.edu College of Business: cob@wne.edu

College of Engineering: coe@wne.edu College of Pharmacy and Health Sciences: coph@wne.edu