REQUEST TO TAKE GRADUATE COURSES FOR GRADUATE CREDIT DURING FINAL SEMESTER OF UNDERGRADUATE STUDY (Crane School of Music students ONLY)

Please complete and return to:       Associate Dean’s Office, Bishop Hall, C222

Criteria:
1. no more than nine credits needed to complete bachelor’s degree at SUNY Potsdam
2. a minimum undergraduate GPA of 3.00 with at least 75 credits earned on a numerical basis
3. total course load, graduate and undergraduate, not to exceed 15 credit hours
NOTE: no more than six graduate credits may be taken prior to completing a bachelor’s degree

Name: ___________________________________________   Potsdam ID#: ______________________

Present address:____________________________________

City, State, Zip:___________________________________   Phone:___________________________   Cell Phone:_____________________

Final semester of undergraduate study: ____________   Total credits needed to complete bachelor’s degree: ___

Semester during which you wish to take graduate courses: ____________________________________________________________________________

If approval is granted to take graduate courses for graduate credit, list the graduate courses you plan on taking during your final undergraduate semester (limited to two courses):

CRN, Subject, and Course #: _______________________________________________  

CRN, Subject, and Course #: _______________________________________________  

How do you intend to use these graduate credits?
( ) master’s degree at SUNY Potsdam
( ) degree elsewhere

Student’s Signature: __________________________________   Date: _______________________

Adviser’s Signature: __________________________________   Date: _______________________

For office use only:

GPA:__________    Total undergraduate hours: ____________

Approval:____Yes____No

Crane School of Music (Dean or Associate Dean Signature)   Date

Approval:____Yes____No

Dean of Graduate Studies Signature   Date

Because there is very limited course offerings for Crane graduate students we need to ensure that there are seats available in our current classes for our current grad students. Any approved requests will be pending seat availability. We will hold your application until August 1st, (January 15 for spring semester). If the class is not full and there is room by that date, we will have the graduate office enroll you in the class.