

UNDERGRADUATE STUDENT REGISTRATION IN GRADUATE COURSES
(FOR SUNY POTSDAM STUDENTS ONLY)

Please complete this form and return to graduate@potsdam.edu and c.c. the Crane School Associate Dean (heuserdd@potsdam.edu). If approved, you will be enrolled in the course(s).

Courses at the 500-level are designated as graduate courses, but may, with the instructor's permission, be taken by upper-division undergraduates (students who have earned 57 or more semester hours of credit) on a space-available basis for undergraduate credit.

Courses at the 600-level are limited to students seeking graduate credit only. Students enrolling in courses for graduate credit must:

1. Have a cumulative GPA of at least 3.0, at least 75 hours earned in numerical grading;
2. Be within nine hours of completing their undergraduate program;
3. Register for no more than six hours of graduate credit;
4. Register for no more than 15 credit hours of combined undergraduate and graduate courses;
5. Be approved by the instructor offering the course(s);
6. Have applied to a SUNY Potsdam graduate program.



Name: _____ Potsdam ID: _____
Phone #: _____ E-mail: _____
Graduation Date: _____ Total Credits Completed: _____

Semester during which you wish to take graduate courses: _____

Courses requested:

1. CRN, Subject, and Course #:	UG credit:	Grad credit:
Instructor Signature: _____		
2. CRN, Subject, and Course #:	UG credit:	Grad credit:
Instructor Signature: _____		
3. CRN, Subject, and Course #:	UG credit:	Grad credit:
Instructor Signature: _____		

Student Signature: _____



For office use only:

GPA: _____	Total Undergraduate Hours: _____
Approval YES: _____ NO: _____	By: _____
Registered YES: _____ NO: _____	By: _____