

**REQUEST TO TAKE GRADUATE COURSES FOR GRADUATE CREDIT
DURING FINAL SEMESTER OF UNDERGRADUATE STUDY
(SUNY Potsdam students ONLY)**

Please complete and return to: **Office of Graduate and Continuing Ed., Raymond Hall 206**

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

This is **NOT** an application for Graduate School

Name: _____

Potsdam ID#: _____

Phone# _____

E-mail: _____

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 #: _____

How do you intend to use these graduate credits:

() master's degree at SUCP

CRN, Subject, and Course #: _____

() degree elsewhere

Adviser's Signature

Date

Graduate Department Chair Signature
(Required for GRDG, IT and SPED)

Date

For office use only:

GPA: _____

Total undergraduate hours: _____

Approval: _____ Yes _____ No _____

Dean's Signature

Date