

**Office of the Registrar**

**UG Student Permission to Enroll in GR Courses**

\*\* This does not apply to students in accelerated Bachelor's to Master's programs at PennWest \*\*  
(For participation in accelerated programs, the student should reference PennWest Policy AC005.)

**Policy** Undergraduate students who have earned senior standing (90+ earned credits towards their undergraduate degree) may enroll in a maximum of 6 graduate credits as an undergraduate student if they meet the following requirements:

- The student must possess and maintain a minimum cumulative GPA of 3.0.
- Undergraduate transfer students with senior standing must have earned a minimum of 12 credits from Pennsylvania Western University prior to enrolling in graduate courses.
- Individual departments determine the prerequisites for each course, and the student must meet these prerequisite requirements or obtain a waiver of the prerequisite from the instructor and department chair.

**Important Disclaimers:**

- A. If a graduate course is taken for credit to apply toward meeting undergraduate program graduation requirements, the course and credits cannot also count toward graduate program requirements at PennWest.
- B. if a graduate course is taken for credit toward a graduate program, the course and credits cannot also be applied toward the undergraduate program requirements at PennWest.
  - i. Students must fulfill all requirements for entrance into the graduate program of which the courses are part, other than completion of the undergraduate degree or teaching certification, where appropriate.

**How GR Courses will apply:**

**Name:** \_\_\_\_\_ **PWID#:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Current UG Major:** \_\_\_\_\_

**Number of UG Credits Earned to Date:** \_\_\_\_\_ **Estimated completion date for Bachelor's:** \_\_\_\_\_

**Current Cumulative PennWest UG GPA:** \_\_\_\_\_ **Term & Year GR courses will be registered:**  
 Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

**Graduate Courses and Course Substitutions:** Program Coordinator and Student must complete the students' progression below, making notation of the UG course substitutions for processing.

**Financial Aid Precaution:** Because all student aid packages are different, student must meet with the Financial Aid Office to discuss any impact graduate course enrollment may have on their financial aid eligibility.

**Courses to be taken**

**Substitution for UG Course**

**Example:**

<b>MGT 742 Human Resource Management</b>	<b>MGT 452 Human Res. Start. &amp; Plan</b>

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Course Instructor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructions:**

- Student to complete form with all required information and forward to their Advisor & the Course Instructor for approval. **Digital signatures are preferred.**
- Once signed by both student's Advisor and Course Instructor, form to be forwarded to Department Chair for final approval.
- Department Chair signs digitally and emails form to Registrar@pennwest.edu.
- Please follow naming convention: TERM\_PWID\_UG\_TAKING\_GR\_COURSES
  - Example: 202330\_P11100023\_UG\_TAKING\_GR\_COURSES