Millersville University  
Graduate Studies and Adult Learning

Request for Undergraduates to Take a Millersville Graduate Level Course for Graduate Credit*

*This form must be received by the graduate office, signed by all appropriate parties at least 5 business days prior to date of required processing. Courses are not approved for graduate credit without all signatures on this form regardless of student registration. **The student must also complete the online graduate nondegree admission application to be eligible to register for graduate credits.**

_____________________________________________  _______________________________________________

Student’s Name (Print)  Student I.D. Number

I am requesting permission to take the following 500 or 600 level course(s) at Millersville University for graduate credit. I understand that as an undergraduate student to be eligible for graduate credits I must meet the following criteria:

- 3.0 GPA or higher  
- Maximum of 15 semester hours remaining in my baccalaureate degree program

I also understand that I may earn a maximum of nine graduate credits as an undergraduate student and these credits will not be counted toward the completion of my baccalaureate degree.

_____________________________________________  _______________________________________________

Student’s Signature  Date

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Credits</th>
<th>Semester and Year</th>
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Adviser’s Signature  Date

_____________________________________________  _______________________________________________

Course Instructor’s Signature  Date

_____________________________________________  _______________________________________________

Graduate Program Coordinator’s Signature  Date

This recommendation is □ Approved  □ Not Approved.

Comment:

_____________________________________________  _______________________________________________

Graduate Dean’s Signature  Date

Distribution: Graduate Office/Original - Adviser’s Copy - Student’s Copy  Registrar’s Copy