



Indiana University of Pennsylvania
School of Graduate Studies and Research

Phone: 724.357.4511

Fax: 724.357.2715
www.iup.edu/graduatestudies

Undergraduate Application for Graduate Coursework

This form is not for use by those admitted for Early Admission

IUP Policy on Undergraduates Taking Graduate Courses

"IUP undergraduate students with an academic grade point average of at least 2.6 who are within 32 semester hours of graduation are permitted, after receiving appropriate approvals, to take up to 6 semester hours of graduate work whether or not they have applied for acceptance into an IUP graduate program. Graduate hours so earned have no necessary bearing upon the meeting of undergraduate degree requirements, and no assurance is given or implied as to their later applicability toward graduate degrees should the students be admitted to IUP graduate programs. Should these credits later be approved toward a graduate degree program, they will be treated as transfer credits."

- Graduate credits earned by an undergraduate student under this policy will be posted to his or her graduate academic transcript. If permission for graduate course(s) is granted to fulfill an undergraduate requirement, the course will be transferred to the undergraduate transcript with the grade calculated as part of the undergraduate GPA (grade point average).
If the students wants to count the credits towards a graduate degree program, the credits must be reviewed for transfer approval.

NOTE: Graduate credits earned and applied toward an undergraduate degree cannot also be applied toward a graduate degree.

Instructions

Complete this form with all required signatures and submit to the School of Graduate Studies and Research. You will be notified by IUP e-mail when final approval is given and you are eligible to register for course(s).

STUDENT INFORMATION

Form with fields for Name, Banner ID, IUP Email, Major, Expected Graduation, GPA, Total # of Credits Earned, Semester to be Taken, Student Signature, and Date.

Undergraduate Advisor (To be Completed by Advisor)

Table with columns: CRN, Course Prefix/#, Course Name, Section, # Credits. Title: GRADUATE COURSES

Form with questions: Is this course being applied to the student's undergraduate degree program? If yes: This graduate course will be used to fulfill credits of: the requirement (course prefix & no.) or Liberal studies requirement (specify Nat Science, Math, Fine Arts, etc.) Major Controlled Electives or Free Electives.

SIGNATURES/APPROVALS

Form with fields for Undergraduate Primary Advisor and Assistant Dean, College in which student is enrolled as an Undergraduate, including printed names, signatures, and dates.

SGSR ONLY section with radio buttons for Approved or Denied, and a field for explanation if denied, plus signature and date fields.

Send the completed form to: grad-studies@iup.edu