

Request for Reservation of Graduate Level Coursework

Note: Reservation of graduate credit will not result in a fee saving. Under the current fee structure students must pay graduate fees for graduate credits, even if reserved as a senior or PBNG.

Student ID _____ Student Email _____

First Name _____ Last Name _____

Policy: Undergraduate Enrollment in Graduate Courses: A student within 12 credit hours of completing all requirements for the bachelor’s degree (not including student teaching or criminal justice practicum) may petition for permission to enroll in approved courses to be reserved for later consideration in a master’s degree program.

- **Course numbered 600 may not be reserved for graduate credit**
- Reserved graduate credits may not be used to meet requirements toward a bachelor’s degree
- No more than a total of 12 credit hours of academic work may be reserved as graduate credit

I request that the following coursework be reserved for later consideration in a master’s degree program in accordance with the aforementioned policy:

Course prefix & Number	Title	Credits	Term/year in which course(s) will be taken
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student Signature _____ Date _____

Registrar Office use only:

Date Approved: _____ By: _____

-OR-

Date Denied: _____ By: _____

Reason: _____