

GRADUATE ADMISSIONS AND SUPPORT SERVICES  
MONTCLAIR STATE UNIVERSITY  
APPLICATION FOR AN MSU UNDERGRADUATE  
TO TAKE GRADUATE COURSES FOR **GRADUATE CREDIT**

1. Only those seniors who have completed 112 semester hours of the bachelor degree requirement and who have earned at least a 2.67 G.P.A. may take up to 6 semester hours of 500 level courses for graduate credit.
2. The Office of the Registrar or Graduate Admissions and Support Services must verify eligibility below.
3. Students must have appropriate prerequisites.
4. This form must be completed prior to registration and permission must be obtained from the course instructor, department chairperson, and Graduate Admissions and Support Services.
5. The applicant should be aware that graduate tuition and fees will be charged for these graduate-level classes, that it is the student's responsibility to select courses applicable to the graduate program to be pursued (if so desired), and that courses taken for graduate credit under this procedure do not apply to an undergraduate degree. The classes listed below will appear on a graduate record. Approval for an undergraduate student to take graduate courses does not guarantee matriculation into a graduate degree program.

Name \_\_\_\_\_

Student ID No. \_\_\_\_\_

Semester course to be taken:

Fall   
Spring   
Summer

Anticipated Graduation Date \_\_\_\_\_

Major \_\_\_\_\_

Have you taken another/other course(s) for graduate credit?  No  Yes

If yes, how many semester hours? \_\_\_\_\_

Course(s) desired:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Verification that the above applicant has EARNED 112 semester hours and has AT LEAST a 2.67 GPA.

\_\_\_\_\_ as of \_\_\_\_\_  
Credits earned      G.P.A.      Date      Office of the Registrar/ Graduate Admissions and Support Services

Approval to register for the above graduate course(s). Please review credits earned and G.P.A. **BEFORE** signing.

Course Instructor(s) \_\_\_\_\_

Offering Department Chairperson \_\_\_\_\_  
(Signature of Department Chairperson indicates acceptance of course substitution listed above)

OGA&SS Academic Services Signature \_\_\_\_\_

Distribution:      Student (for registration purposes after all signatures are obtained)  
                          Instructor (after all signatures are obtained)

Undergraduate Counselor (after all signatures are obtained)

Student (after all signatures are obtained)