

**REQUEST FOR AN UNDERGRADUATE TO ENROLL  
IN A GRADUATE-LEVEL COURSE**

OVERVIEW: Undergraduate students who have earned at least 60 credits **and** hold a minimum cumulative GPA of 3.0 may register for **600-level** graduate courses upon permission of the instructor and the Associate Dean. Undergraduate students who have earned at least **90** credits and have a minimum cumulative GPA of **3.8** may enroll in a **700-level** course.

INSTRUCTIONS: The form must be completed and submitted with all necessary required signatures before submitting it to the Associate Dean for final approval. Once approved, the Registrar's Office will process.

**\*\*NOTE:** The Registrar or Associate Dean may bump undergraduate students in a graduate-level course if a graduate student needs the seat and the course is full.\*\*

**STUDENT INFORMATION:**

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Bronc ID \_\_\_\_\_

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Major(s) \_\_\_\_\_ Rider Email Address \_\_\_\_\_

**600-level course**

**700-level course**

Course Number and Title: \_\_\_\_\_ Credits: \_\_\_\_

Semester course will be taken:  Fall  JTerm  Spring  Summer Year: \_\_\_\_

**BRIEF DESCRIPTION OF REASON AND EDUCATIONAL OBJECTIVES FOR ENROLLING IN COURSE**

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In addition to this request for enrollment, I also would like this course to fulfill the following requirement/elective:

Music History Elective

Music Theory Elective:  Level I  Level II

Other: \_\_\_\_\_

By signing, I confirm that I am aware of the following policies governing my participation in this course:

- I must complete the same syllabus and requirements that pertain to the graduate students in the course.
- The grade for this course will be recorded on a graduate transcript.
- I must earn a grade of B- or higher for this to substitute for an undergraduate requirement. **Substitution requires the permission of the Chair of the department offering the course.**
- If this course is used to meet undergraduate requirements, and I later decide to enroll in a graduate program at the Westminster College of the Arts, I cannot use this course to meet graduate program requirements. In the event the course is required in the graduate program, the department sponsoring the program will identify a suitable substitution.
- Approval is based upon criteria such as GPA, courses already taken, and preparedness for the particular course requested.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**VERIFICATION OF ELIGIBILITY.  
(TO BE FILLED OUT BY ACADEMIC COORDINATOR)**

As of this date, the student has completed

- Undergraduate credits with an undergraduate cumulative G.P.A. of \_\_\_\_\_.
- Graduate credits with a graduate cumulative G.P.A. of \_\_\_\_\_.
- Total credits with a combined cumulative G.P.A. of \_\_\_\_\_.

- Student is eligible to register for a 600-level graduate course.
- Student is ineligible to register for a 600-level graduate course.
- Student is eligible to register for a 700-level graduate course.
- Student is ineligible to register for a 700-level graduate course.

Academic Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

**REQUIRED SIGNATURES.**

The student must secure the signature of the course instructor **before** submitting the form to the Associate Dean. If requesting substitution for an undergraduate requirement or elective, the student also must secure the signature of the chair of the department offering the course **before** submitting the form to the Associate Dean.

1) Request to take a graduate-level course:

Course Instructor: \_\_\_\_\_  Approve  Deny  
Signature Date

WCA Associate Dean: \_\_\_\_\_  Approve  Deny  
Signature Date

2) Request to use this course in fulfillment of an undergraduate requirement or elective:

Department Chair: \_\_\_\_\_  Approve  Deny  
Signature Date

Registrar's Office: \_\_\_\_\_  
Signature Date