Admission of undergraduate student into graduate course (500+) for GRADUATE credit:

Seniors who need nine hours or fewer to graduate may petition to take graduate courses for graduate credit if they meet the following conditions:

1. Student has at least 3.25 cumulative GPA in major and at least 3.00 cumulative GPA for all college work at SUNY Oswego. (In exceptional circumstances, a student who does not meet this requirement may petition through the chairperson of the department in which the course is offered to the Dean of Graduate Studies for permission to enroll.)

2. The student has the approval of his advisor and the instructor of the course, and the chairperson of the department in which the course is offered certifies to the Dean of Graduate Studies that the student is qualified to take the course and would substantially benefit by participation in the course.

Guidelines — The student:

- may enroll in a maximum of six credit hours of graduate credit.
- class load can not exceed twelve credit hours. (Permission to increase to fifteen credits hours should be requested by student’s advisor and approved by the Dean of Graduate Studies.
- should be aware that a combined enrollment may affect financial aid eligibility.
- should submit completed petition and supporting documents to the Dean of Graduate Studies prior to the deadline for adding courses.
- should understand that granting of graduate credit is contingent upon completion of undergraduate degree requirements. Should for any reason a student taking courses for graduate credit not graduate at the end of the semester, all graduate credit will automatically revert to undergraduate credit.

Admission of undergraduate student into graduate course (500+) for UNDERGRADUATE credit:

Seniors may petition for permission to be admitted to a graduate course for undergraduate credit if they meet the following conditions:

1. Student has at least 3.25 cumulative GPA in major and at least 3.00 cumulative GPA for all college work at SUNY Oswego.

2. The student has the approval of his advisor and the instructor of the course, and the chairperson of the department in which the course is offered certifies to the Dean of Graduate Studies that the student is qualified to take the course and would substantially benefit by participation in the course.

In exceptional circumstances, a student who does not meet this requirement may petition through the chairperson of the department in which the course is offered to the Dean of Graduate Studies for permission to enroll.

Guidelines — The student: should submit completed petition and supporting documents to the Dean of Graduate Studies prior to the deadline for adding courses; and should understand that a graduate course used for undergraduate credit cannot later be used for graduate credit.

See page 2 for sections to be completed by student, instructor, and dean.
Petition for Approval of Combined Enrollment
Undergraduate Taking Graduate Courses — Page 2 of 2

Undergraduate Coursework:
List Undergraduate work for this semester

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<thead>
<tr>
<th>CRN</th>
<th>SUBJECT/COURSE #</th>
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Graduate Coursework:
Students will be registered from this form for graduate work only

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TRANSCRIPTED CREDIT APPLIES TO:

- [ ] UNDERGRADUATE
- [ ] GRADUATE

Signatures are required from the following:

- ADVISOR
- DEPARTMENT CHAIR

To be completed by the Dean of Graduate Studies:

- [ ] APPROVED
- [ ] DENIED

DATE _____ / _____ / ______

TOTAL UNDERGRADUATE CREDITS

TOTAL GRADUATE CREDITS

TOTAL PROGRAM CREDITS

DEAN OF GRADUATE STUDIES

Petition for fifteen (15) credit hours

DATE _____ / _____ / ______

- [ ] APPROVED
- [ ] DENIED

DEAN OF GRADUATE STUDIES

See page 1 for important guidelines.