

GRADUATE STUDENT REQUEST FORM INSTRUCTIONS

This form is for the filing of requests to transfer credit, apply credit older than the time limit for your degree program, or enroll in graduate-level courses for graduate credit while you are an undergraduate. For any of these requests, please explain why you are making the request and obtain the recommendations and signatures of appropriate faculty personnel **before** submitting the form to Graduate Records, located in the Service Center, Rendleman Hall, Room 1309.

A. For An Undergraduate Seeking to Enroll In Graduate Courses...

1. See Chapter 1 of the Graduate Catalog for details on this policy. Note that when undergraduates take graduate courses, it is intended that such courses be reserved for later application to a graduate degree program at SIUE. ***Courses numbered 500 or above cannot be applied to undergraduate degree programs.***
2. You must have the approval of the instructor of the graduate level course(s) you have listed on this form and the approval of the director of the graduate program to which you have applied.
3. You must be in your last term for completing the baccalaureate and you must have submitted an application for admission to a graduate degree program at SIUE.
4. Ordinarily, permission is not granted to Visiting Students or those in Senior-with-Degree status for this kind of enrollment.
5. Enrollment in graduate-level courses for graduate credit must have **prior** approval from Graduate Records.
Credit earned without such approval may not later be applicable to a graduate degree program.

B. For Credit Transfer...

1. You must have on file an official transcript showing completion of courses taken at another university and presented for transfer.
2. List courses by course designation, number, and school, or, if taken at SIUE, by status such as **undergraduate** or **unclassified**.
3. Provide syllabi or other descriptive materials and documentation showing level of performance for courses, as appropriate.
4. Furnish course descriptions for courses taken at other universities and identified by titles such as **Independent Study, Special Topics, and Readings in ...**
5. For a course graded **S, P, or Cr**, you must provide a letter from your instructor evaluating your performance level on an A to F scale.
6. Courses for which you received a grade of **C or lower** are not transferable.
7. No credit is given for courses taken by correspondence.

C. For Time-Limit Extensions...

Time limits vary for master's and specialist programs. Please refer to the Graduate Catalog for descriptions of these programs. When making a request to have lapsed credit apply to your degree, please furnish the following:

1. List courses w/corresponding semester/year.
2. Statement indicating you have retained the substance of the lapsed courses.
3. Statement indicating that the substance of the lapsed course is still effective in your discipline.
4. An explanation of reasons for taking more than the allotted number of years to complete your program.
5. Anticipated date of your graduation.
Evidence of 2 and 3 must be obtained from appropriate faculty members (instructors, adviser, and program director).

SIUE, Graduate Records, Rendleman Hall, Room 1309, Edwardsville, IL 62026-1047
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