
Name 800-_____
Student Identification Number

Street *City* *State* *Zip Code*

Graduate Program (Degree and Major) *Student's Preferred E-Mail Address or Daytime Phone Number*

Student's request and rationale is for (check all that apply; refer to instruction page for assistance):

- Transfer Credit** **Time Limit Extension** **Additional Thesis Credit**
 - Substitution/Other** **Undergraduate Enrollment in Graduate Course**
 - Continuous Enrollment Policy.** Graduate policy requires students to be continuously enrolled in UNIV 500 each term (including summer) once all course enrollments have been satisfied (refer to Item E on reverse side). Approved requests require continuous enrollment to begin or resume and may include course fees for past terms. Student agrees to Bursar's Financial Agreement statement (siue.edu/bursar) for UNIV 500 course fees incurred each term as required.
- Request is for: *Initial/Resume Enrollment* _____ *Cancel Enrollment* _____ *Term & Year* _____

Student's Signature *Date* *Instructor's Signature required for permission for an undergraduate to enroll in graduate-level course(s).*

RECOMMENDATIONS AND COMMENTS

Approved **Denied** _____

Graduate Advisor's Signature and Date

Approved **Denied** _____

Graduate Program Director's Signature (if different than advisor) and Date

Approved **Denied** _____

Registrar's / Graduate School Dean's Signature and Date

GRADUATE STUDENT REQUEST FORM INSTRUCTIONS

Complete this form to request transfer credit, apply credit older than the time limit for your degree program, enroll in graduate-level courses for graduate credit while an undergraduate student, additional thesis credit, and continuous enrollment. 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. Do not use this form for Graduate Assistantship overload/underload petitions.

A. Undergraduates Seeking to Enroll In Graduate Courses:

1. Refer to Chapter 1 of Graduate Catalog for policy details. Note that when undergraduates take graduate courses, it is intended to reserve that credit for later application to a graduate degree program at SIUE. **Courses numbered 500 or above cannot be applied to undergraduate graduation requirements.**
2. You must have the approval of the instructor of each 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. SIUE undergraduates must be in their last term for completing the baccalaureate and have submitted an admission application to a graduate degree program at SIUE.
4. Ordinarily, permission is not granted to Visiting Students or those in Senior-with-Degree status.
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. Credit Transfer:

1. An official transcript showing completion of courses taken at another university must be on file.
2. List courses by course designation, number, and school, or, if taken at SIUE as an **unclassified** graduate student on request form.
3. Provide syllabi or other documentation showing level of performance for courses taken at other universities, as appropriate, especially those with titles such as Independent Study, Special Topics, and Readings in...
4. 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.
5. Grades of C (C+/C/C-) or lower on an A to F scale are not transferable.

C. Additional Thesis Credit:

Indicate the number of additional thesis hours beyond the 6-hour policy is being requested. Additional thesis credit policy exceptions may be approved up to a maximum of 10 hours. Provide a substantive explanation addressing the scope and complexity of your thesis and why this additional credit is appropriate for your thesis research. Request must be signed by all thesis committee members in addition to Graduate Program Director.

D. Time Limit Extensions:

Please refer to the Graduate Catalog for descriptions of graduate programs and degree completion time limits as they vary by degree level. When requesting to have lapsed credit apply to your degree, please provide:

1. List courses with corresponding semester/year.
2. Statements indicating you have retained the substance of the lapsed courses and that the substance of the lapsed course is still effective in your discipline as verified by appropriate faculty members (instructors, advisor, and/or program director).
3. Explanation for taking more than the allotted number of years for program completion.
4. Anticipated date of your graduation.
5. Satisfy the Continuous Enrollment policy as described below.

E. Continuous Enrollment Policy:

Continuous Enrollment Policy requires graduate students to be continuously enrolled each term (including summer) once all course enrollments have been satisfied. Students may independently register in UNIV 500 or complete this form to request continuous enrollment in UNIV 500. Indicate semester and year in which you are requesting to begin, cancel, or resume continuous enrollment and why. Request will not be processed if other courses remain for graduation. Once Continuous Enrollment has been approved, student will be registered in UNIV 500 each term until either all graduation requirements have been satisfied, request for cancellation has been approved, or degree completion time limit expires. Approved requests require continuous enrollment to begin or resume and may include course fees for past terms. Student agrees to Bursar's Financial Agreement statement (siue.edu/bursar) for UNIV 500 course fees incurred each term as required.

SIUE, Graduate Records, Registrar's Office, Rendleman Hall, Room 1309, Box 1047, Edwardsville, IL 62026
Phone: 618/650-3167 Fax: 618/650-3332 www.siue.edu/registrar/gradstudentrecords