

Request to Enroll in Graduate Courses

Permission May Be Requested During the Final Semester of Undergraduate Study



Student Name: _____

Cortland ID Number: _____

Local Address: _____

Local Telephone Number: _____

City: _____ State: _____ Zip: _____

Cell Phone Number: _____

E-mail: _____

Major: _____

Undergraduate students may **enroll in 500 level graduate courses only**. Courses at the 600 level are restricted to graduate students (those who have earned a bachelor's degree).

Students cannot take more than nine SUNY Cortland graduate credits prior to admission to a graduate degree program.

Students are not permitted to take any coursework during field work or student teaching. If your final semester involves fieldwork or student teaching, you may take 500 level courses for graduate credit during the preceding semester.

Graduate credits earned in this way may or may not be transferable toward meeting the requirements for a master's degree at other colleges and universities.

Unless a student is matriculated into a graduate degree program, they cannot receive financial aid to cover the costs of the graduate courses.

All requirements for a graduate degree must be completed within five (5) years of first enrollment in courses required for the degree.

Graduate Courses requested for: (circle one) **Fall** **Spring** **Summer** **Winter** **Year:** _____

CRN	Subject Code	Course Number	Title	Credit hours

Total UG Semester Credit Hours: _____ May not exceed 12 credits during academic semester. *These credits must complete the student's coursework requirements for the bachelor's degree.*

Total GR Semester Credit Hours: _____ May not exceed 9 credits.

Total UG + GR Semester Credit Hours: _____ May not exceed 16 credits during the academic semester.

Student Signature: _____

Date: _____

Advisor Approval: _____

Date: _____

Associate Dean Approval: _____

Date: _____