### 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: __________

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<thead>
<tr>
<th>CRN</th>
<th>Subject Code</th>
<th>Course Number</th>
<th>Title</th>
<th>Credit hours</th>
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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: __________________________

P.O. Box 2000 • Cortland, NY 13045-0900 • Phone: (607) 753-4702 • Fax: (607) 753-2959 • E-mail: registrar@cortland.edu