

500-Level Course

Name: _____ CWID: _____ Cumulative GPA (required): _____

Expected Graduation Term: _____ Current Senior Standing (90 or more hours completed): Yes or No: _____

Semester of requested graduate course: (Circle one) Spring Summer 1 Summer 2 Fall _____ (Year)

I hereby request to register for the following 500-level course. I understand that once the census date for the semester has passed, I may not change the status of this course and it will remain as approved by the Registrar. I certify that the information I have supplied on this form is complete and accurate. I understand I must register myself for this course after submitting this form. **The REGISTRAR OFFICE signature indicates that graduate level options & limitations have been discussed. Registrar's Office is not confirming that particular credits may be applied towards a graduate level degree.**

REGISTRAR OFFICE SIGNATURE: _____ Date: _____

CRN	COURSE ID	CREDIT HOURS	SELECT TYPE OF CREDIT BELOW	INSTRUCTOR'S SIGNATURE

UNDERGRADUATE CREDIT: I need this credit to fulfill my undergraduate credits (core, technical elective, elective).

I approve this student's request to take the above graduate course and certify that the student has completed 90 credit hours:

 UNDERGRAD ADVISOR'S SIGNATURE Print name Date

 GRADUATE DEPT APPROVAL (if double counting) Print name Date

- This credit will be listed on my undergraduate transcripts and will be calculated toward my undergraduate GPA.
- This credit may only be used toward a graduate degree in the future if I enroll in a CSM graduate degree that allows students to double count credits AND I maintain continuous registration from my undergraduate degree to my graduate degree (i.e. I don't take a semester off between degrees).
 - I understand that I am only allowed to double count a maximum of 6 credits (credits used towards both an undergraduate and graduate degree).
 - I understand that to double count credits, I must earn a grade of B- or better.
- I may only use these credits towards an undergrad degree, graduate degree or both with the appropriate academic departmental approval.
- If a student is getting financial aid, it is the student's responsibility to consult with Financial Aid before submitting this form.

STUDENT'S SIGNATURE: _____

GRADUATE CREDIT (select the appropriate option below): I do not need this credit to earn my undergraduate degree.

I approve this student's request to take the above graduate course and certify that the student has completed 90 credit hours:

 UNDERGRAD ADVISOR'S SIGNATURE Print name Date

 GRADUATE DEPT APPROVAL Print name Date

By signing either of the options below, the student is agreeing to all these terms (applies to both options):

- To use these credits towards a graduate degree, I must get the appropriate graduate academic departmental approval.
- COF money will NOT apply to these credits.
- These credits do not count towards undergraduate enrollment status, so choosing this option may impact financial aid eligibility. It is the student's responsibility to consult with a Financial Aid advisor prior to submitting this form.

Option 1: I HAVE BEEN officially accepted through the CSM Graduate School & have submitted the "Intend to Enroll" information before census day. SEE BACK OF FORM for more information

- I understand that I must ensure that I have been accepted and submitted the "Intend to Enroll" by census day.
- This credit will be listed on my graduate transcripts and will be calculated toward my graduate GPA.
- If I select this option, but am not accepted and/or do not submit the "Intend to Enroll" information by census day, this credit will automatically be entered as option 2 below (these credits will be listed on the UG transcript, will count towards my UG GPA & will count as transfer credits [limits apply]).

STUDENT'S SIGNATURE: _____

Option 2: I HAVE NOT BEEN Officially accepted through the CSM Graduate School or I HAVE BEEN ACCEPTED, but I did not submit the "Intend to Enroll" information by census day.

- I understand that this credit will go on my undergraduate transcripts and will count towards my undergraduate GPA.
- I understand that this credit will be considered transfer credit for a graduate degree and limits apply. See the transfer limits information on the back of this form or at: <https://www.mines.edu/graduate-studies/wp-content/uploads/sites/60/2019/06/Transfer-Credits-Double-Count-Credits-6.17.19.pdf>

STUDENT'S SIGNATURE: _____

FOR OFFICE USE ONLY:
All Levels:

Override on SFASRPO: _____ (initial) _____ (date)

SPACMNT input: _____ (initial) _____ (date)

Copy to FA: _____ (initial) _____ (date)

SHATCKN Class upd: _____ (initial) _____ (date)

Graduate Credit Only:

Reg Status code (for COF): _____ (initial) _____ (date)

IE (GR) check on census: _____ (initial) _____ (date)

Pushed out of degree audit: _____ (initial) _____ (date)

By signing this form, The Registrar Office is confirming that the student has been advised on financial aid & COF implications, as well as transfer credit & double counting credit limitations. Registrar Office is not confirming that the coursework selected may be used towards either the undergraduate or graduate level degree(s). To determine if a particular course will count towards either the undergraduate or graduate degree(s), students must consult with the appropriate academic advisor/department. It is the student's responsibility to read all the implications for each box selected.

UNDERGRADUATE CREDIT: (Box 1): The student plans to use the credit towards the undergraduate degree.

1. If the student is admitted as combined students into a qualifying graduate level degree, the student may, with departmental approval, also use the credit towards the graduate level degree (double count).
 - a. Students are limited to a maximum of 6 double count credits.
 - b. Students may only double count credits with a grade of B- or better.
 - c. Students who take a break between UG and GR degrees may not double count any credits.
2. To determine if specific courses will count towards an undergraduate degree, graduate degree or both, the student must consult with the appropriate department. Registrar Office is not confirming that specific credits may be used towards degrees.
3. If a student is getting financial aid, it is the student's responsibility to consult with Financial Aid before submitting this form.

GRADUATE CREDIT ONLY (Box 2): The student does not need the credit to earn the undergraduate degree and plans, with departmental approval, to use the credit to earn a graduate degree.

1. The student understands that these credits do not count towards the undergraduate enrollment status, which could impact financial aid. Therefore, students receiving financial aid must consult with financial aid prior to submitting this form.
2. The student understands that these credits are not COF eligible.

Option 1: I HAVE BEEN officially accepted through the CSM Graduate School & have submitted the "Intend to Enroll" information before census day:

- The student has been admitted into a graduate degree & has submitted the "Intend to Enroll" information by census day of the semester in which he or she takes the course/s.
- The credits will be listed on the graduate transcripts, not on the undergraduate transcripts.
- The GPA will count towards the graduate GPA, not the undergraduate GPA.
- Students who sign Graduate Credit Option 1, but have not been accepted and/or have not submitted the "Intend to Enroll" by census day will be automatically placed in Graduate Credit Option 2 category and all the points below will apply, including transfer credit limits.

Option 2: I HAVE NOT BEEN officially accepted through the CSM Graduate School or I HAVE BEEN ACCEPTED, but I did not submit the "Intend to Enroll" information by census day:

- The student has either not been admitted into the Graduate School or has been admitted, but did not submit the "Intend to Enroll" information by census day of the semester in which he or she takes the course/s.
- The credits will be listed on the undergraduate transcripts, not the graduate transcripts.
- The GPA will count towards the undergraduate GPA, not towards the graduate GPA.
- The courses are not needed to fulfill the undergraduate degree requirements (core, technical electives or general electives).
- The credits not used towards an undergraduate degree may, with academic departmental approval, be counted towards a graduate degree. To count towards a graduate degree:
 - a. The student provides proof that the credits in question were not counted towards the Bachelor's degree, unless the course is part of the 6.0 credit hours that can be double counted toward both the Bachelor and Master's degrees.
 - b. The student's graduate advisor/ committee agrees that these credits may be used towards his/her graduate degree.
- If the credits are approved, the credits will be considered transfer credits (limits apply*).
 - 30 credit master's degree may transfer a maximum of 9 credits*.
 - 36-38 credit thesis master's degree may transfer a maximum of 9 credits*.
 - 36-38 credit non-thesis master's degree may transfer a maximum of 15 credits*.

* Maximum transfer limits apply to courses taken at CSM & any other university. So, if you are in a 30 credit master's degree & you transfer 9 credits from a CSM UG degree, you may not transfer any credits from another university.