

University of Wisconsin-Eau Claire
**APPLICATION FOR AN UNDERGRADUATE STUDENT
TO ENROLL IN GRADUATE COURSEWORK**

Please return this form to Blugold Central (VLL 1108) well in advance of the registration period during which you intend to enroll for the course(s) listed below. Once processed, you will receive an email stating that you are able to complete the course enrollment in CampS.

The conditions for an undergraduate applying for graduate coursework are as follows:

- Must be a UWEC undergraduate student. Students who have already earned a bachelor's degree are not eligible to apply.
- The student's total undergraduate, cumulative grade point average must be at least 3.0.

**** No exceptions can be made for students who do not meet these conditions. ****

If approved to enroll in graduate credits, please note the following limitations:

- Completion and approval of this form does not guarantee that space will be available in the class(es) specified below. Preference is given to graduate students.
- Qualified students may take up to, but not exceed, a total of nine credits of graduate-level course work, unless enrolled in an approved accelerated graduate plan with a dual bachelor's and master's degree component.
- The graduate credits cannot be used to satisfy requirements for the bachelor's degree, unless enrolled in an approved accelerated graduate plan with a dual bachelor's and master's degree component.
- Only graduate courses numbered 500-699 are allowed.
- Academic Credit Load (Programs may have additional limitations.):
- No more than 6 graduate credits may be taken if the combined undergraduate and graduate load is 13 credits or greater up to a maximum of 15 credits.
- No more than 9 graduate credits may be taken if the combined undergraduate and graduate load is 12 credits or less.
- No more than 3 graduate credits of the combined graduate/undergraduate load may be taken during the summer session.

STUDENT REQUEST

I request permission to enroll for the following graduate course(s) under the conditions listed above.

Term: ___ Fall ___ Spring ___ Summer ___ Winterim Year: _____

Name: _____ UWEC Student ID: _____

Applicant's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

Dept. Name	Course No.	Course Title	# of Credits	ADDITIONAL REQUIRED SIGNATURES	
				Instructor:	Date:
				Dept Chair/Prog. Dir:	Date:
				Instructor:	Date:
				Dept Chair/Prog. Dir:	Date:
				Instructor:	Date:
				Dept Chair/Prog. Dir:	Date:

BLUGOLD CENTRAL STAFF ONLY

Please verify the information below before processing this form:

1. Total graduate credits previously earned at UW-Eau Claire: _____

Note: No more than 9 total graduate credits may be taken at the graduate level as an undergraduate student - unless enrolled in an approved accelerated graduate plan with a dual bachelor's and master's degree component.

2. Total undergraduate, cumulative grade point average is 3.0 or greater? ☐ Yes ☐ No

Confirmed by: _____ Date Processed in CampS: _____

****Once processed in CampS, retain this form in ImageNow and email the student a confirmation.**