**DUAL ENROLLMENT FORM**

INSTRUCTIONS: This form is to be completed by the graduate advisor or program representative. The form is used to request dual enrollment for a graduating senior and when completed provided to Graduate Admissions for verification upon which it will be routed to the Registrar’s Office. To qualify for dual enrollment, the student must

* be in the graduating semester and be within 12 hours of completing the baccalaureate degree,
* have applied for graduation,
* have submitted a graduate application for the semester following his/her graduation,
* have met the admission requirements and been accepted for the graduate program, and
* have at least a 3.0 GPA for the three semesters preceding the semester of dual enrollment (grade points earned / hours attempted).

Student’s Name:

SAMID:

Semester of Dual Enrollment:

**Graduate courses for which student should be enrolled:**

**Course Prefix & Number Course Reference Number (CRN)**

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NOTE: The maximum course load for a dual enrolled student is 15 semester credit hours for fall/spring semesters and 9 semester credit hours for the summer semester.

Individual making request:

Department:

Phone Number:

*I certify that the student meets each of the criteria for dual enrollment outlined above and is permitted to enroll in the graduate courses listed above.*

Department Signature: Date:

Graduate Admissions Signature: Date: