



Registrar
registrar.mst.edu

Dually Enrolled Undergraduate Student Graduate Credit Indication Form

Missouri University of Science and Technology
Office of the Registrar

103 Parker Hall
300 West 13th Street
Rolla, MO 65409-0930
Phone: (573) 341-4181
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This form enables an undergraduate student to specify courses to be identified as graduate credit. Students are eligible to enroll when they have obtained senior status, with a minimum GPA of 3.5 if two semesters remain, or 3.0 in their final semester. Enroll through Joe'SS, then submit this form to the Registrar's Office, 103 Parker Hall, to change to graduate credit. **NOTE: Students must have applied to the S&T Admissions Office and have been accepted for dual enrollment status before this form can be processed. Admission for dually enrolled students is granted by the department chair and the Founding Dean of the Graduate School and Vice Provost of the Graduate & Postdoctoral Studies.**

- ***This form must be received by the Registrar's Office within the first two weeks of class.***
- Dually enrolled students must apply to graduate school to continue graduate studies after graduation with a BS or BA degree.
- Course(s) identified as graduate credit cannot be used to complete the BS or BA undergraduate degree programs.
- The course(s) listed below will be counted towards your graduate career.
- The course(s) listed below will be calculated in your graduate GPA.
- All information is final at the close of the listed semester.
- Dual enrollment is limited to 16 credit hours per semester.
- Students must be enrolled in at least 3 hours of undergraduate credit.

Name: _____ Student ID: _____ GPA: _____

Term: _____ Total Hours Enrolled (Graduate and Undergraduate): _____ Expected Term of Graduation: _____

Graduate Credit*:

Course #1 _____ Class # _____ Credit Hours _____

Course #2 _____ Class # _____ Credit Hours _____

Course #3 _____ Class # _____ Credit Hours _____

***Students who are part of, or plan to join, a Grad Track Pathway (GTP) program may take up to 9 additional graduate credit hours through Dual Enrollment. This limit applies if the student was admitted to their undergraduate program Fall 2025 or later.**

Student Signature: _____ Date: _____

Approval: _____ Date: _____

Major Advisor Signature (Required)

**If taking more than 16 credit hours (undergraduate and graduate), the signature of the Founding Dean of the Graduate School and Vice Provost of Graduate & Postdoctoral Studies is required below:*

Approval: _____ Date: _____

Please submit this form to the Graduate School in 202 Centennial Hall for the signature of the Founding Dean of the Graduate School and Vice Provost of Graduate & Postdoctoral Studies.