



# Dually Enrolled Undergraduate Student Graduate Credit Indication Form

Missouri University of Science and Technology  
Office of the Registrar

103 Parker Hall  
300 West 13<sup>th</sup> Street  
Rolla, MO 65409-0930  
Phone: (573) 341-4181  
fax: (573) 341-4362  
registrar@mst.edu  
http://registrar.mst.edu/

This form enables an undergraduate student that has been accepted for dual enrollment 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, 205 Centennial Hall, and 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 Vice Provost of Graduate Education.**

- 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 in order 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 on your graduate career.
- The course(s) listed below will be figured 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.

Name \_\_\_\_\_ Student ID \_\_\_\_\_ GPA \_\_\_\_\_

	<b>Total Hours Enrolled</b>	<b>Expected Term</b>
<b>Term</b> _____	(Graduate and Undergraduate) _____	<b>of Graduation</b> _____

### Graduate Credit:

Course #1 _____	Class # _____	Credit Hours _____
Course #2 _____	Class # _____	Credit Hours _____
Course #3 _____	Class # _____	Credit Hours _____

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval \_\_\_\_\_ Date \_\_\_\_\_  
Major Advisor Signature (Required)

*\*If taking more than 16 credit hours (undergraduate and graduate) the signature of the Vice Provost of Graduate Education is required below:*

Approval \_\_\_\_\_ Date \_\_\_\_\_  
Vice Provost of Graduate Education