



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 Admission 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 Dean of Graduate 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 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: _____

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 _____

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