

Westminster College of the Arts Baccalaureate Honors Program Request to Complete a Graduate Course for Honors Credit

This form pertains to undergraduate students in the Westminster College of the Arts who are in the Rider University Baccalaureate Honors Program (BHP). **You must submit this form and receive approval before enrolling in a graduate course for the purpose of the Honors Program.**

Students who have earned at least **45** credits and hold a minimum cumulative GPA of **3.5** may register for 600-level graduate courses upon permission of the instructor, the Westminster College Honors Program Director, and the Associate Dean. Students who have earned at least **45** credits and hold a minimum cumulative GPA of **3.80** may register for 700-level graduate courses upon permission of the instructor, the Westminster College Honors Program Director, the Chair of the department offering the course, and the Associate Dean. **Please note:** Undergraduate students in 600 or 700-level courses may be bumped if the course is full and a seat is needed by a graduate student.

You must submit this form and receive approval before enrolling in a graduate course.

STUDENT INFORMATION:

Last Name	First Name	Bronc ID
Major(s)	Rider Email Address	

COURSE INFORMATION: Attach the course description from College/University Catalog.

Number and Title of Course: _____ Credits: _____

Semester course will be taken: ___ Fall ___ Spring ___ Summer Year: _____

Reason(s) I would like to enroll in this course and educational objectives I wish to complete through enrollment in this course: (attach a separate sheet if necessary)

I would like this course to fulfill the following requirement/elective (check all that apply):

- Baccalaureate Honors Course
- Music History Elective
- Music Theory Elective: Level I Level II
- Other: _____

By my signature, I confirm that I am aware of the following policies governing my participation in this course:

1. I must complete the same syllabus and requirements that pertain to the graduate students in the course.
2. The grade for this course will be recorded on a graduate transcript.
3. I must earn a grade of "B-" or higher in order for this course to be permitted to substitute for an undergraduate honors course.
4. If this course is used to meet undergraduate requirements, and I later decide to enroll in a graduate program of the Westminster College of the Arts, this course cannot be used or changed to meet graduate program requirements. In the event the course is required in the graduate program, the department sponsoring the program will identify a suitable substitution.
5. Approval is based upon criteria such as GPA, courses taken, preparation for the particular course requested.

6. Once approved to count toward an undergraduate degree requirement, this course cannot be changed later to count for graduate requirements.

Student Signature

Date

VERIFICATION OF ELIGIBILITY (TO BE FILLED OUT BY ACADEMIC COORDINATOR)

As of this date, the student has completed:

- Undergraduate credits with an undergraduate cumulative G.P.A. of _____
 Graduate credits with a graduate cumulative G.P.A. of _____
 Total credits with a combined cumulative G.P.A. of _____

- Student is eligible to register for a 600-level graduate course.
 Student is ineligible to register for a 600-level graduate course.

- Student is eligible to register for a 700-level graduate course.
 Student is ineligible to register for a 700-level graduate course.

Academic Coordinator: _____

Signature

Date

REQUIRED SIGNATURES.

The student must secure the signature of the course instructor, chair of the department offering the course, and the WCC Honors Director **before** submitting the form to the Associate Dean.

- 1) Request to take a **600**-level course (minimum of 45 credits and cumulative GPA of 3.5)

Course Instructor: _____

Signature

Date

Approve Deny

Department Chair: _____

Signature

Date

Approve Deny

WCC Honors Director: _____

Signature

Date

Approve Deny

WCA Associate Dean: _____

Signature

Date

Approve Deny

- 2) Request to take a **700**-level course (minimum of 45 credits and cumulative GPA of 3.8)

Course Instructor: _____

Signature

Date

Approve Deny

Department Chair: _____

Signature

Date

Approve Deny

WCC Honors Director: _____

Signature

Date

Approve Deny

WCA Associate Dean: _____

Signature

Date

Approve Deny