



RIDER UNIVERSITY
College of
Arts and Sciences

Request To Enroll In A Graduate-Level Course

OVERVIEW: Undergraduate students who have earned at least 60 credits **and** hold a minimum cumulative GPA of 3.0 may register for **600-level** graduate courses upon permission of the instructor and the Associate Dean. Undergraduate students who have earned at least **90** credits and have a minimum cumulative GPA of **3.8** may enroll in a **700-level** course.

INSTRUCTIONS: The form must be completed and submitted with all necessary required signatures before submitting it to the Associate Dean for final approval. Once approved, the Registrar's Office will process.

****NOTE:** The Registrar or Associate Dean may bump undergraduate students in a graduate-level course if a graduate student needs the seat and the course is full.**

STUDENT INFORMATION:

Last Name	First Name	Bronc ID
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Major(s)	Rider Email Address
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☐ **600-level course**

☐ **700-level course**

Course Number and Title: _____ Credits: ____

Semester course will be taken: ☐ Fall ☐ JTerm ☐ Spring ☐ Summer Year: ____

BRIEF DESCRIPTION OF REASON AND EDUCATIONAL OBJECTIVES FOR ENROLLING IN COURSE

In addition to this request for enrollment, I also would like this course to fulfill the following requirement/elective:

☐ Music History Elective

☐ Music Theory Elective: ☐ Level I ☐ Level II

☐ Other: _____

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

- I must complete the same syllabus and requirements that pertain to the graduate students in the course.
- The grade for this course will be recorded on a graduate transcript.
- I must earn a grade of B- or higher for this to substitute for an undergraduate requirement. **Substitution requires the permission of the Chair of the department offering the course.**
- If this course is used to meet undergraduate requirements, and I later decide to enroll in a graduate program at Rider University, I cannot use this course 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.
- Approval is based upon criteria such as GPA, courses already taken, and preparedness for the particular course requested.

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: _____ Date: _____

REQUIRED SIGNATURES.

The student must secure the signature of the course instructor **before** submitting the form to the Associate Dean. If requesting substitution for an undergraduate requirement or elective, the student also must secure the signature of the chair of their home department **before** submitting the form to the Associate Dean.

1) Request to take a graduate-level course:

Course Instructor: _____	_____	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
Signature	Date		
Associate Dean: _____	_____	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
Signature	Date		

2) Request to use this course in fulfillment of an undergraduate requirement or elective:

Department Chair: _____	_____	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
Signature	Date		

Registrar's Office: _____
Signature Date