



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:**

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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**

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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 their home department.**
- 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: \_\_\_\_\_  Approve  Deny  
Signature Date

Associate Dean: \_\_\_\_\_  Approve  Deny  
Signature Date

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

Department Chair: \_\_\_\_\_  Approve  Deny  
Signature Date

Registrar's Office: \_\_\_\_\_  
Signature Date