

Request for Reservation of Graduate Level Coursework

Student ID _____ Last Name _____ First Name _____

This petition must be submitted prior to registration.

Note: Reservation of graduate credit will not result in a fee-saving. Under the current fee structure, students must pay graduate fees for graduate credits, even if reserved as a senior or PBNG.

Do not use this form if you are participating in the Accelerated Undergraduate to Master's Pathway (AUMP) program.

Policy: Undergraduate Enrollment in Graduate Courses: A student within 12 credit hours of completing all requirements for the bachelor's degree (not including student teaching or criminal justice practicum) may petition for permission to enroll in approved courses to be reserved for later consideration in a master's degree program.

- **Undergraduate's may only take courses numbered 500-599.**
- Reserved graduate credits may not be used to meet requirements for a bachelor's degree
- No more than a total of 12 credit hours of academic work may be reserved as graduate credit

I request that the following coursework be reserved for later consideration in a master's degree program in accordance with the aforementioned policy:

Course Prefix & Number	Title	Credits	Term/year in which course (s) will be taken
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student Signature _____ Date _____

Directions: Complete this form and email a PDF copy or picture to registrar@wou.edu from your WOU email address. Reach out to the Office of the Registrar if you have questions or require assistance (503) 838-8327.

Office use only:

Received by & date: _____

☐ Approved ☐ Denied Reason _____

☐ Notified Student ☐ Denied (file only) ☐ Processed by & date _____