

Concurrent Admission Application

This form must be completed and signed by Undergraduate Academic Services *then* the department in which you plan to enroll in graduate-level coursework before submission to Applications Processing. If your undergraduate GPA does not meet the outlined requirements an explanation as to why you believe you can be successful in graduate level coursework is required. Approval of this form does not indicate that you have completed the admission process to Applications Processing or your program. Prior to the start of the semester you plan to concurrently enroll you must: 1) apply for and be granted graduate admission prior to the start of the semester in which you intend to enroll in graduate-level coursework; and 2) all required signatures/approvals for this form must be obtained. Forms received by Applications Processing after this date will not be considered.

I have read and agree to the Concurrent Admission Policy and Requirements and those above.

Student:

Signature Last First Middle Initial

Student ID#:

Contact Information:

@cmich.edu

Graduation semester you are applying for: Fall Spring Summer Year: _____

Concurrent Enrollment semester you are applying for: Fall Spring Summer Year: _____

During the semester you will be concurrently enrolled, list below the courses you will be enrolled in including coursework in which you have an "I" grade. The maximum number of allowable credit hours is 15 (undergraduate and graduate). **ONLY 500-level graduate coursework is eligible for concurrent enrollment (CDO has prior approval for 700 level).**

Course Designator	UG or Grad Level	Semester (e.g. Fall 2018)	Credit Hours
Total Number of Graduate Credit Hours:			

To be completed by the department in which graduate-level coursework is being taken:

By signing below I verify that this student is eligible for concurrent enrollment according to department standards and that the student will complete graduate-level work in the concurrent enrollment graduate coursework.

Department designee: _____
Signature Print Name Date

-----To
On-Campus students: completed by Registrar's, Amy Faber, Off-Campus students: completed by advisor.

Undergraduate Table Verified: Yes No (indicate): _____

Current cumulative UG GPA: _____ Last 60 hour UG GPA: _____

Undergraduate Graduation Coordinator or Global Campus Academic Advisor:

Signature Print Name Date

Application Processing

Approve Deny

Applications Processing designee:

Signature Print Name Date

Distribution: Graduate Program Director, Office of Scholarships & Financial Aid, Student, Imaged folder

Date
(3/2017)



Concurrent Enrollment Guidelines

Undergraduate students may be permitted to register concurrently for graduate credit during the semester in which they will complete the requirements for a baccalaureate degree, providing that the following conditions are met:

1. Students must apply for and be granted graduate admission prior to the start of the semester in which they intend to enroll in graduate-level coursework.
2. All required signatures/approvals for this form must be obtained prior to the start of the semester. Forms received by Applications Processing after this date will not be considered.
3. Students must make an appointment with the Undergraduate Graduation Coordinator and have the appropriate area on the form completed.
4. During the concurrent enrollment semester, students must enroll in all courses required to earn their baccalaureate degree.
5. The student's total credit load (undergraduate and graduate courses) must not exceed 15 total credit hours during the semester of concurrent registration.
6. Students must have a cumulative undergraduate GPA of at least 2.7, or a 3.0 in the most recently completed sixty semester hours of graded coursework toward the bachelor's degree. Students that do not meet these requirements must attach an explanation of why they believe they can be successful in graduate-level coursework.
7. Only 500-level graduate coursework is eligible for concurrent enrollment; CDO allows 700-level per prior agreement.
8. Students applying for concurrent enrollment must be admitted to Graduate Studies (regular, conditional, or non-degree status).
9. **Students must take a copy of their approval to the Registrar's office to have their courses added to their graduate record once they have received a grade.**

Students who do not comply with the conditions of concurrent admission may be dropped from their graduate courses. Students who fail to earn their baccalaureate degree at the end of the concurrently enrolled semester will have their admission converted to a denial and the student will be removed from classes. Students who have completed all requirements for the bachelor's degree EXCEPT for student teaching may be granted concurrent enrollment status prior to student teaching if they meet conditions 4 and 5 above.

NOTE:

- Concurrently enrolled students **may not hold a graduate assistantship** appointment without special permission from the Dean of The Office of Research and Graduate Studies.
- Students who are considering concurrent admission and who receive financial aid should be aware that concurrent admission can alter financial aid awards. Contact the Office of Scholarships & Financial Aid (cmuofsa@cmich.edu) for additional information.