

Concurrent Admission Acknowledgement and Course Approval Form

Undergraduate students who have no more than twelve (12) undergraduate credits remaining to complete their bachelor's degree may apply for Concurrent Admission, which enables students to register for graduate credit for the semester in which requirements will be completed for their bachelor's degree. Students must complete the graduate concurrent admission process prior to the start of the concurrent graduate course(s)

Section I – To be reviewed and acknowledged by the student.

I understand that:

1. I must be admitted to Graduate Studies, with concurrent status. My status as a concurrent student cannot be changed mid-semester
2. I must be in my last semester as an undergraduate and registered for all remaining courses required for my undergraduate degree in order to pursue Concurrent Admission.
3. I must have an undergraduate GPA of at least 2.7 or a 3.0 in my last 60 credit hours of graded coursework towards a bachelor's degree in order to be accepted for Concurrent Admission.
4. I can be enrolled in no more than twelve (12) undergraduate credits during the semester of concurrent registration.
5. During the semester of concurrent enrollment, the total number of semester hours for which I am registered cannot exceed fifteen (15).
6. My Concurrent enrollment will be limited to the approved graduate courses on the second page of this form along with my undergraduate courses. If different Concurrent Admission courses are needed, I will need to complete and submit a Concurrent Admission Amendment form.
7. If admitted and enrolled as a Concurrently Admitted student, I will not be able to register myself for any future courses, this will be enforced via a hold on my student account. I will need to contact the Registrar's Office for any schedule adjustments.
8. Graduate coursework completed as part of my Concurrent Admission will not apply towards the completion of my undergraduate degree.
9. Concurrent Admission will be granted for the approved semester only. The status will expire at the end of the approved semester, regardless of whether I successfully complete my undergraduate degree and graduate.
10. It is my responsibility to inform the professor that I am enrolling in the courses listed in section two below as a Concurrently Admitted student and need to follow the graduate syllabus for the course(s). Failure to follow the graduate syllabus will result in the courses being ineligible for use at the graduate level.
11. I will pay the applicable undergraduate tuition rate for the approved Concurrent Admission courses listed in Section II of this form.
12. Participation in Concurrent Admission is limited to my final semester as an undergraduate student. If I decide to pursue a graduate degree at CMU, I must apply for and be admitted to a program in order to continue coursework at the graduate level.
13. Only my undergraduate coursework will qualify for undergraduate financial aid.

Student Name: _____ Student Signature: _____ Date: _____

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Section I – To be completed by the student:

Student Name: _____
Campus ID #: _____
Concurrent Admission Semester: _____
Student Signature: _____ Date: _____

Section II – To be reviewed with the student and completed by the graduate advisor:

List below the courses you intend to enroll in at the graduate level:

Course Designator	Course Title	Credit Hours

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.

Graduate Advisor's Name: _____
Graduate Advisor's Signature: _____ Date: _____

Section III – To be completed by the Registrar's Office:

Graduation application received for intended concurrent enrollment semester: YES _____ NO _____
Enrolled in remaining undergraduate degree requirements: YES _____ NO _____
Enrolled in no more than 12 credits of undergraduate coursework: YES _____ NO _____
Enrolled in no more than 15 credits total: YES _____ NO _____
Current cumulative UG GPA _____ or Last 60 hour UG GPA: _____
Registrar's Official's Name: _____
Registrar's Official's Signature: _____ Date: _____