

**\* PLEASE RETURN THIS COMPLETED FORM TO THE GRADUATE SCHOOL. \***  
**THE GRADUATE SCHOOL WILL FORWARD FOR SIGNATURES.**

**REQUEST TO APPLY UNDERGRADUATE COURSE WORK  
TO A GRADUATE DEGREE PROGRAM**

In rare and compelling circumstances beyond the control of the student, University policy permits a maximum of three semester hours of upper level (300 or 400) undergraduate course work to be counted toward the program semester hour requirement. In order for such undergraduate credits to be counted, prior approval must be granted by the program advisor, department chairperson, school dean, and director of The Graduate School. Such undergraduate course work must be taken after the student has matriculated into a graduate program. Final approval by the dean of The Graduate School may be granted after student has completed the course and earned a grade of "B" or better. **(Grades of B- and Pass are not eligible for transfer.)**

**Applicant must attach reason(s) for request to this form and submit to The Graduate School Office**

**Name of Student:** \_\_\_\_\_

**Address:** \_\_\_\_\_ / \_\_\_\_\_  
Number and Street City State Zip

**Social Security Number:** \_\_\_\_\_ **Banner I.D.** \_\_\_\_\_

**Graduate Program:** \_\_\_\_\_

**Date of Matriculation:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

The above named student has been recommended to apply the following undergraduate course(s) in his/her graduate program:

**Course Title:** \_\_\_\_\_

**College or University:** \_\_\_\_\_

**Course Number:** \_\_\_\_\_ **No. of Credits:** \_\_\_\_\_

**Semester/Year:** \_\_\_\_\_ **Grade Attained:** \_\_\_\_\_

\*\*\*\*\*

**APPROVED BY:** \_\_\_\_\_

*Program Advisor* (date)

*Department Chairperson* (date)

*Academic Dean* (date)

*Director of The Graduate School* (date)

*The Graduate School  
Memorial Hall  
Rowan University  
201 Mullica Hill Road  
Glassboro, NJ 08028*