

REQUEST FOR RESERVATION OF GRADUATE CREDIT

PDF FILLABLE FORM - Please complete electronically before submitting to your department.



WASHINGTON STATE UNIVERSITY

RESERVATION OF CREDIT INSTRUCTIONS

Use this form to enroll in and reserve courses for use towards a graduate degree at Washington State University. Students and courses must meet the following eligibility criteria:

- Courses must be 300, 400, or 500-level and must be in addition to the requirements for your undergraduate/professional degree.
- Courses may only be reserved as an undergraduate or post-baccalaureate student.
- Student must have at least a 3.0 GPA over their last 60 hours of coursework.
- Students may request to reserve up to 6 credits for a thesis master's program and up to 9 credits for a non-thesis master's or doctoral program.
- As internal transfer credits, only reserved courses with a final grade of B or better will be transferred to the Graduate School. Courses graded S/F or P/F are not eligible for reservation.
- This form is due two weeks prior to the semester in which you will enroll in the reserved course.

Approval of this request to reserve graduate credit does not guarantee admission into a graduate program. Return this form to your department for review and submission to the Graduate School.

TERM/SEMESTER: _____ WSU ID: _____ DATE: _____

NAME: _____

EMAIL: _____

UNDERGRADUATE/PROFESSIONAL MAJOR: _____

INTENDED GRADUATE MAJOR: _____

COURSE NUMBER AND DESCRIPTION: _____

Class SLN: _____ Section: _____ Credits: _____

COURSE NUMBER AND DESCRIPTION: _____

Class SLN: _____ Section: _____ Credits: _____

COURSE NUMBER AND DESCRIPTION: _____

Class SLN: _____ Section: _____ Credits: _____

STUDENT SIGNATURE: _____ DATE: _____

CURRENT DEPT. SIGNATURE: _____ DATE: _____

GRADUATE DEPT. SIGNATURE: _____ DATE: _____

FOR GRADUATE SCHOOL USE ONLY:

GRADUATE SCHOOL APPROVAL: _____ DATE: _____

Student Notified: _____

Department Notified: _____