Instructions for Completing Form GS6 — Request for Senior Enrollment in Graduate Courses

Print or save these instructions for further reference.

Policy: Clemson University seniors meeting the accepted academic standard for graduate work (3.0 cumulative grade point average) are eligible to request enrollment in graduate level courses. Enrollment of seniors in any graduate course is subject to approval by the department offering the course and the Graduate School. The total course workload for the semester must not exceed 18 hours, and the cumulative graduate credits earned by seniors shall not exceed 12 semester hours. The credits and quality points associated with senior enrollment in graduate courses will be part of the undergraduate record. *Graduate courses used toward an undergraduate degree cannot be counted toward any graduate degree* (including total credit count of 120 minimum). Graduate courses taken beyond the requirements of the undergraduate degree *may* count toward a graduate degree. Reference: **Clemson University Graduate School Policies & Procedures**.

Seniors with 3.0 grade-point ratios: Seniors with 3.0 or higher grade-point ratios are eligible to request enrollment in graduate level courses to meet requirements for the bachelor's degree; however, courses used for this purpose cannot be counted later towards an advanced degree. Alternatively, these students may also take courses in excess of the requirements for their undergraduate degrees and may request that these courses be included as a part of their graduate program if they are subsequently admitted to the Graduate School. Courses cannot be taken at the 6000 level if their 4000-level counterparts are required for the undergraduate degree in the same academic major as the proposed graduate degree.

> **Note:** Students seeking to apply course credit toward a **combined bachelor's/master's plan** should consult both their academic advisor and the graduate coordinator of their intended program about the availability of this option, and should use the **GS6-Bachelor-to-Graduate form**, "Request for Combined Education Plan," instead of this GS6 form.

Procedure for student: Prior to registration in any graduate course, fill out the top portion of the **GS6 – Request for Senior Enrollment in Graduate Courses** form, including all course information, get approval in the form of signatures from the Department Chair, Advisor, and the Graduate School, and email the completed form to Assistant Director of Graduate Admissions Scott Phillips, **sphill8@clemson.edu** (or use the Submit button at the bottom of the form).

This form allows digital signatures and submission via email by clicking the submit button on the next page. To use these interactive features, save this form to your device and open it in Acrobat Reader, rather than completing it with your browser's PDF extension.

If you prefer to submit a paper copy, return this completed form to **Graduate Admissions**, E-209 Martin Hall, Clemson main campus.

GS6 — Request for Senior Enrollment in Graduate Courses

Student name: _____   Date: _____

Email address: _____   XID#: _____

My total coursework load will not exceed **18** semester hours for this session and the credits are to be used as indicated below:

Graduate course CRN #	Graduate course	Lab component?	Term	Toward which degree is this course being counted? (select one)	If counted toward the undergraduate degree, then in lieu of which course?
		☐ Y ☐ N	☐ Spring ☐ Summer I ☐ Summer II ☐ Fall Year: _____	☐ Undergraduate ☐ Future graduate	
		☐ Y ☐ N	☐ Spring ☐ Summer I ☐ Summer II ☐ Fall Year: _____	☐ Undergraduate ☐ Future graduate	
		☐ Y ☐ N	☐ Spring ☐ Summer I ☐ Summer II ☐ Fall Year: _____	☐ Undergraduate ☐ Future graduate	
		☐ Y ☐ N	☐ Spring ☐ Summer I ☐ Summer II ☐ Fall Year: _____	☐ Undergraduate ☐ Future graduate	

NOTE: Upon approval by the Graduate School, the course(s) will be updated into your schedule for the current registration period. If you change the course(s) for dual use in the undergraduate and graduate programs, an updated GS6-Bachelor-to-Graduate form is required.

I acknowledge that this form is valid for the terms and course(s) listed above.

_____   Cumulative Clemson GPR: _____
Signature of student / date

Approval: _____   Approval: _____
Signature, Head of department(s) offering course(s)   *Signature, Head of department(s) offering course(s)*

_____   _____
Print name and date   *Print name and date*

Approval: _____   Approval: _____
Signature,- Student advisor or head of major department   *Signature, Graduate School*

_____   _____
Print name and date   *Print name and date*

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SUBMIT

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