

SUNY Polytechnic Institute Registrar's Office
Petition for Graduate Course(s)

100 Seymour Road, Utica, New York 13502 • 315-792-7262

Please complete this petition and return it to the Registrar Office.

Check the appropriate box: (Note: No more than a total of six(6) credits may be taken under either individual option or both options combined.)

Petition for Undergraduates to Take Graduate Courses for Graduate Credit

This petition is for students enrolled in their final semester needing less than full-time credit hours to graduate. A minimum cumulative GPA of 3.2 in the degree major and 3.0 for all coursework at SUNY Poly is required. Granting of graduate credit is contingent upon successful completion of all concurrent undergraduate degree requirements. A maximum of six credits is allowed, as noted above.

Petition for Undergraduates to Take Graduate Courses for Undergraduate Credit

This petition is for undergraduate students who have completed the equivalent of one full-time semester at SUNY Poly. A minimum GPA of 3.2 for all coursework at the Institute is required. A maximum of six credits is allowed as noted above. Note: The course or courses will appear on your undergraduate transcript and may not be used for graduate credit at a later date.

----- **Please Type or Print** -----

SUNY Poly ID# _____ Name _____

Last

First

MI

Address _____

Street

City

State

Zip Code

Phone: Home (___) _____ Work (___) _____ SUNY Poly E-mail Only _____

Undergraduate Major _____

Expected Date of Graduation May August December Year _____

Number of credits completed to date (SUNY + Transfer) _____ Number of credits in progress _____

Most recent Semester GPA _____ Cumulative GPA _____

of graduate credits for which you plan to enroll _____ + Undergraduate credits _____ = _____

Semester in which you are planning to enroll for these courses _____

Course(s) for which you seek approval _____

List of Graduate course(s) taken to date at SUNY Poly _____

----- **Do Not Write Below This Line** -----

Approved Denied _____
Chair/Coordinator(overseeing the course) *Date*

Approved Denied _____
Registrar's Signature *Date*