



# PETITION FOR GRADUATE COURSE(S)

**\*\*Please complete this petition and return it to the Registrar's 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 the Institute of Technology 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 the Institute of Technology. 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 ID # \_\_\_\_\_ Name \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_  
Street City State Zip Code

Phone #: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Undergraduate Major \_\_\_\_\_

Expected Date of Graduation May ( ) August ( ) December ( ) Year \_\_\_\_\_

# of credits completed to date (SUNY + Transfer) \_\_\_\_\_ # 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 Graduate course(s) taken to date at SUNYIT \_\_\_\_\_

----- DO NOT WRITE BELOW THIS LINE -----

Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Chair/Coordinator(overseeing the course) \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Registrar's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Distribution by Registrar's Office: White/Registrar; Yellow/SFS Office; Pink/Student**