



# Concurrent Enrollment Application

This form is not approved until all signatures have been obtained.  
Submit to the College of Graduate Studies at the address below.

### To be completed by the student:

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Last First

Local address: \_\_\_\_\_  
City State/Country Zip/Postal Code

Contact Information: \_\_\_\_\_  
Email Contact Phone Number(s)

Semester you will receive your bachelor's degree:  May  August  December Year: \_\_\_\_\_  
University: \_\_\_\_\_

Semester you are applying for concurrent enrollment:  Fall  Spring  Summer Year: \_\_\_\_\_

During the semester you will be concurrently enrolled, list the courses you will be enrolled in: 1) courses being taken to complete your undergraduate degree (include courses in which you have an "I" grade) and 2) graduate course(s):

COURSE NUMBER	COURSE NAME	CREDIT HOURS
<b>GRAND TOTAL HOURS:</b>		

Number of graduate credits you will register for during concurrent enrollment\*: \_\_\_\_\_

\* Concurrently enrolled students cannot enroll for more than 15 total credits of undergraduate and graduate coursework.

**I have read and agree to the policies on page 2 of this form.**

Student: \_\_\_\_\_  
Signature Print Name Date

### **DO NOT WRITE BELOW THIS LINE**

#### **UG Graduation Coordinator**

The undergraduate courses listed above represent all remaining courses required to complete this student's bachelor's degree:

Yes  No (indicate): \_\_\_\_\_ GPA to date: \_\_\_\_\_

UG Graduation Coordinator: \_\_\_\_\_  
Signature Print Name Date Contact # (non-CMU)

#### **College of Graduate Studies**

APPROVE DENY

College of Graduate Studies Dean: \_\_\_\_\_  
Signature Print Name Date

Distribution: College of Graduate Studies, Undergraduate Academic Services, Registrar, Student Account Services & University Billing, Office of Scholarships & Financial Aid, Student (11/09)

# Concurrent Enrollment Guidelines

Undergraduate students may be permitted to register concurrently for graduate credit during the semester in which they will complete the requirements for a baccalaureate degree, providing that the following conditions are met:

1. Students must make an appointment with the Undergraduate Graduation Coordinator at CMU (Undergraduate Academic Services, 123 Warriner Hall, 774-3504). Students completing a bachelor's degree at an institution other than CMU, must have the front of this form signed by the undergraduate graduation coordinator at their institution before submitting it to the College of Graduate Studies at CMU.
2. Students can take no more than 12 undergraduate credits during the semester of concurrent registration.
3. During the concurrent enrollment semester, students must enroll in all courses required to earn their baccalaureate degree;
4. The student's total credit load (graduate and undergraduate courses) must not exceed 15 total credit hours during the semester of concurrent registration.
5. The student must have a cumulative undergraduate grade point average of at least 2.7 or, optionally, a 2.7 g.p.a. in the most recently completed sixty semester hours of graded course work toward the bachelor's degree.
6. The student is an admitted graduate student to the College of Graduate Studies (the admission may be conditional, non-degree, or regular).

Students who do not comply with the conditions of concurrent admission may be dropped from their graduate courses. Students who fail to earn their baccalaureate degree at the end of the concurrently-enrolled semester will not be permitted to continue as a CMU graduate student until all requirements for the undergraduate degree have been fulfilled. Exceptions to these policies may be granted by the Dean of the College of Graduate Studies. Students who have completed all requirements for the bachelor's degree EXCEPT for student teaching may be granted concurrent enrollment status prior to student teaching if they meet conditions 4 and 5 above.

## NOTE:

- Concurrently enrolled students may not hold a graduate assistantship appointment without special permission from the Dean of the College of Graduate Studies.
- Students who are considering concurrent admission and who receive financial aid should be aware that concurrent admission can alter financial aid awards. Contact the Office of Scholarships & Financial Aid ([cmuofsa@cmich.edu](mailto:cmuofsa@cmich.edu) or 989-774-3674) for additional information.