Western Oregon UNIVERSITY

REQUEST FOR RESERVATION OF GRADUATE LEVEL COURSEWORK
(This petition must be submitted prior to registration. If you have questions, call (503) 838-8192)

Last Name:_____, First Name:_____ MI:___ V#_____

Address:_____

City:_____, State:_____ ZIP:_____

POLICY
Undergraduate Enrollment in Graduate Courses: A student within twelve (12) credit hours of completing all requirements for the bachelor's degree (not including student teaching or criminal justice practica) may petition for permission to enroll in approved courses to be reserved for later consideration in a master's degree program.

- **Courses number 600 or higher may not be reserved for graduate credit**
- Reserved graduate credits may not be used to meet requirements towards a bachelor's degree
- No more than a total of twelve (12) credit hours of academic work may be reserved as graduate credit

*** *Reservation of graduate credit will not result in a fee saving. Under the current fee structure, students must pay graduate fees for graduate credits, even if reserved as a senior or a PBNG****

I request that the following coursework be reserved for later consideration in a Master's degree program in accordance with the aforementioned policy:

Course Prefix & Number	Title	Credits	Term/Year in which course(s) will be taken
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

By typing your name below, you certify this is valid as your signature: ☐

Student's Full Name: _____ Date: _____

Registrar's Office Use Only

Date Approved: _____ By:_____
-OR-
Date Denied: _____ By:_____

Reason: _____

Date of Notation on Permanent Record: _____ By: _____

Reviewed July 12, 2011