

Lebanon Valley College

Undergraduate Enrollment Request for Graduate-Level Course(s)

Office of the Registrar | 101 N. College Avenue | Annville, PA 17003-1400 | (717) 867-6215; Fax (717) 867-6018
www.lvc.edu/registrar

For use by undergraduate degree-seeking students NOT enrolled in 3+2, 3+1 or integrated UG/GRAD degrees.

Requirements:

- Minimum UG cumulative GPA of 3.0, or with graduate program director approval.
- No more than 9 graduate-level credits may be permitted, unless approved by graduate program director.
- Approval required by both the UG advisor and the graduate program director.

Important Considerations:

- Graduate-level courses must be taken in the 1st graduate term of Fall or 1st graduate term of Spring.
- Graduate-level courses may be taken in either graduate Summer term, if enrolled in less than 12 credits. If taking 12 or more credits in Summer, course must be taken in the 1st graduate term of Summer.
- To remain a fulltime, undergraduate degree-seeking student, while taking graduate-level courses, a student's total semester credit load must be at least 12 credits. Taking more than 17 credits will result in overload charges.
- Students seeking alternate credit loads will result in financial aid and/or tuition implications and should seek direct guidance from the Financial Aid and/or Business Office.
- To obtain a graduate degree in PA, a minimum of 30 graduate credits must be taken during a graduate degree program; therefore, consult with the graduate program director and review graduate program requirements prior to enrolling.

Student Name (last, first, middle initial):			Student ID Number:	
Major:			Anticipated UG Graduation Date:	
Requested Course(s)				
Term	Course Number	Section	Course Title	Credits
_____	_____	_____	_____	_____
Term	Course Number	Section	Course Title	Credits
_____	_____	_____	_____	_____
Approval Signatures				
Is cumulative GPA above 3.0? <input type="checkbox"/> Yes <input type="checkbox"/> No			Does this student intend to matriculate into a LVC graduate program? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, but approved, state reason for approval granted.			If yes, state program and expected start date.	
_____			_____	
Student (print)		Student (signature)		Date
_____		_____		_____
Undergraduate Advisor (print)		Undergraduate Advisor (signature)		Date
_____		_____		_____
Graduate Program Director (print)		Graduate Program Director (signature)		Date
_____		_____		_____
FOR OFFICE USE ONLY				
_____ Course Registration	_____ Acad Level change to UG in SRGC	Processed by _____	Date _____	

Submit completed forms to the Registrar for course enrollment processing (registrar@lvc.edu).

Sept. 2020