Petition to Reserve/Register for Credits

This petition is used to reserve and register for the course (if approved) and must be completed before the last day to add classes. Once the petition is filed with the Registrar’s Office, it cannot be modified.

Criteria for Approval:
Senior or post-baccalaureate (min. of 90 semester credits) and 3.25 (min.) cumulative GPA or Foreign Exchange Student with approval from all below.

This petition is for an undergraduate student to: (check one)

☐ Register for and reserve undergraduate or graduate credits for possible application to a graduate degree.
☐ Register for a graduate course for use toward an undergraduate degree.
☐ Register, while a graduate student, for use toward an undergraduate degree.
☐ Register for a graduate class as a foreign exchange student with no intent to use the credit towards a MSU degree.

☐ The course(s) will be taken Fall 20 ; Spring 20  ; Summer 20  .
☐ Total credit load for this semester, including credits listed below: ________.
☐ GPA for the last three consecutive semesters (most recent first): ________ ; ________ ; ________
☐ Current cumulative GPA: ________.
☐ Number of credits previously reserved for application to a graduate program (Maximum 9 B or better): ________.
☐ Is this an Extended University course? ☐ No ☐ Yes

By signing below, the student acknowledges and understands that:
1. Credits reserved for future application to a graduate degree may affect their current financial aid eligibility. (Contact the Office of Financial Aid for verification.)
2. Not all courses can be used towards a graduate degree (see Graduate Policy pages 5.1.2)
3. Total credits reserved toward a undergraduate or graduate degree, including credits listed above, may not exceed 9, and must be a grade of B or better.

CRN | Subject Abbr. | Course # | Sect | Course Title | Instructor’s Signature | Credits
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Student’s Printed Name
Date

Student’s Signature
Date

Student’s ID #

Student’s Curriculum/Department

Final Signature:

The Graduate School
Date

Student’s Department Head - Signature
Date

Student’s Department Head – Printed Name

Student’s Advisor – Signature
Date

Student Advisor – Printed Name

Head of Department Offering Course – Signature
Date

Head of Department Offering Course – Printed Name
Date

Copies to: Student, department offering course, student’s department, student’s advisor, The Graduate School
(Revised 07/16)