



# ASBURY UNIVERSITY

## GRADUATE STUDENT APPLICATION TO UPGRADE

### AN ASBURY UNDERGRAD COURSE TO THE CO-LISTED ASBURY GRADUATE COURSE

*The graduate transfer/institutional credit limit is typically 9 credits (includes upgraded courses, graduate courses taken as an undergraduate, CPL, and transfer). Upgraded courses post as institutional credit on the graduate transcript, without a grade.*

**Student's Full Name** (printed): \_\_\_\_\_ **ID #:** \_\_\_\_\_

**Graduate Program:** \_\_\_\_\_ **Grad Program start date:** \_\_\_\_\_

**I request to upgrade the following course/s completed as part of my Asbury undergraduate degree to the co-listed graduate course/s for use in my Asbury graduate program, and confirm the following** (please check each box, complete course information, & sign):

- My undergraduate Asbury course was completed within 5 years of my enrollment in the Asbury graduate program*
- My undergraduate co-listed course final grade was B or above*
- Within the first 12 hours of my graduate program, I will complete assignments led by the designated faculty member to upgrade the previously completed undergraduate course to the graduate level.*
- I agree to pay the \$350 charge per upgrade listed on this application. I understand this charge is not related to the outcome.*

**My course information, as provided from my Asbury University transcript:**

1. Undergrad course #: \_\_\_\_\_ Term and year completed course: \_\_\_\_\_ Credits: \_\_\_\_\_  
Undergraduate course grade: \_\_\_\_\_ Intending to upgrade to Graduate course #: \_\_\_\_\_
2. Undergrad course #: \_\_\_\_\_ Term and year completed course: \_\_\_\_\_ Credits: \_\_\_\_\_  
Undergraduate course grade: \_\_\_\_\_ Intending to upgrade to Graduate course #: \_\_\_\_\_
3. Undergrad course #: \_\_\_\_\_ Term and year completed course: \_\_\_\_\_ Credits: \_\_\_\_\_  
Undergraduate course grade: \_\_\_\_\_ Intending to upgrade to Graduate course #: \_\_\_\_\_

**Student's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Graduate Program use only:**

**Date** form sent to Student Accounts with total charge amount: \_\_\_\_\_ Initials: \_\_\_\_ Amount to be charged: \$ \_\_\_\_\_  
*Fee is charged regardless of outcome of graduate credit granted.*

**The faculty member assigned to work with the student on each graduate-level course upgrade above:**

- 1 - Graduate course #: \_\_\_\_\_ Instructor assigned: \_\_\_\_\_ Expected decision date: \_\_\_\_\_
- 2 - Graduate course #: \_\_\_\_\_ Instructor assigned: \_\_\_\_\_ Expected decision date: \_\_\_\_\_
- 3 - Graduate course #: \_\_\_\_\_ Instructor assigned: \_\_\_\_\_ Expected decision date: \_\_\_\_\_

**Graduate Program Director signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**School Dean signature:** \_\_\_\_\_ **Date** \_\_\_\_\_