

Senior Rule Request

To be eligible for a Senior Rule request, you **MUST** have

- **completed all General Education Competency Requirements prior to your final undergraduate semester.**
- **a 3.0+ [3.2+ for the Department of Communication] upper division (junior and senior years) GPA**
- **completed the WSU Application for Graduate Admission.**

To request the use of the Senior Rule you **MUST**

- **meet with your undergraduate advisor to plan your Senior Rule semester (your final undergraduate semester)**
- **complete this Senior Rule request form; your advisor must sign it to indicate approval**
- **be recommended by your department Graduate Officer for a Senior Rule semester.**

Note: Participation in the Senior Rule does not guarantee admission to the WSU Graduate School or to a specific program.

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Name _____ Student ID # _____

Address _____

Telephone (home) _____ (cell) _____ E-mail _____

Undergraduate Advisor _____ Department _____

Upper Division GPA _____ Total Credit Hours _____ Expected undergrad graduation (sem./yr.) _____

Date of Application for WSU Graduate Admission _____

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Senior Rule Request – Course Distribution

Subject Code	Course No.	Course Title	Credit Hours	
			Undergraduate	Graduate
Credit Hour Totals				

Approval

Yes No

Undergraduate Advisor's Signature _____ Date _____

Dept. Graduate Officer's Signature _____ Date _____

Graduate Officer: If approved, please send a signed copy of this form to the CFPCA Associate Dean.
If not approved, please notify the student's undergraduate advisor. This decision is final.

Guidelines for Submitting a Senior Rule Request

To be eligible for submitting a Senior Rule request you **MUST** have

- completed all General Education Competency Requirements prior to your final undergraduate semester
- a 3.0+ [3.2+ for the Department of Communication] upper division GPA
- completed the WSU Application for Graduate Admission.

If you are eligible for a Senior Rule request, you have the option to take a limited number of graduate credits during the final semester of your undergraduate studies. Those graduate credits are to be in excess of the credits you need to finish your undergraduate degree. You must register for at least one undergraduate credit and cannot take more than a total of 16 combined undergraduate and graduate credits during your proposed Senior Rule semester. You must decide which courses will fulfill the remaining credits you need to finish your undergraduate degree and which courses will provide graduate credits for your future graduate degree. No course can be used for both undergraduate and graduate credit – no double dipping!

If your Senior Rule request is approved, you will pay undergraduate tuition for your selected graduate courses during this semester only.

It is important to remember that participation in the Senior Rule does not guarantee admission to the WSU Graduate School or to a specific program.

To request the use of the Senior Rule you **MUST**

- meet with your undergraduate advisor to plan your Senior Rule semester (your final undergraduate semester)
- complete this Senior Rule request form; your undergraduate advisor must sign the form indicating approval of your Senior Rule plan
- submit the completed Senior Rule request form with your advisor's signature to your Department's Graduate Officer. The Graduate Officer must sign the form indicating that your department recommends you for a Senior Rule semester.

If your Senior Rule request is approved, the completed and signed form will reside in your Department, a copy of the form will be forwarded to the College, and a brief comment will appear in your STARS record indicating that your Senior Rule request has been granted.

Undergraduate Advisor note:

Please make sure that the student

- is applying for Senior Rule for his/her last semester of undergraduate study
- has completed all General Education Competency Requirements prior to his/her last semester of undergraduate study
- registers for at least one undergraduate credit hour that is required for the undergraduate degree and no more than 16 combined undergraduate and graduate credits during his/her proposed Senior Rule semester
- designates each course for either undergraduate OR graduate credit – not both.

A student who has already finished the required courses for his/her undergraduate degree may not be granted the Senior Rule.

Graduate Officer note:

If the Senior Rule request is approved

- send a copy of the signed form to the CFPCA Associate Dean
- the completed and signed form resides within the Department
- insert a brief comment into STARS indicating that the Senior Rule request has been granted.

If the Senior Rule request is not approved, notify the student's undergraduate advisor. The decision of the Graduate Officer is final.