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IUG/Joint Degree Career Swap Form

Office of Graduate Enrollment Services, The Pennsylvania State University, 114 Kern Graduate Building, University Park, PA 16802-3396; (814) 865-1795; (814) 863-4627(fax)

-The purpose of this form is to correct the enrollment of any IUG or Joint degree student who enrolled in courses using the wrong academic career.
-All students using this form should first consult with their academic adviser as well as the Office of Student Aid to understand the academic and financial impact of processing this form.
-The following are enrollment guidelines that students should adhere to in order to remain in compliance with all aid regulations and university policies:

- Undergraduate courses that will be shared with OR only count toward the undergraduate degree should be added to the undergraduate career.
- Undergraduate courses that will only count toward the graduate degree should be added to the graduate career.
- Graduate courses that will be shared with OR only count toward the undergraduate degree should be added to the undergraduate career.
- Graduate courses that will only count toward the graduate degree should be added to the graduate career.

-Please submit this form to Graduate Enrollment Services for approval. Upon GES approval, this form will be forwarded to the Registrar's Office and the Office of Student Aid.

***By signing this form you are confirming that you have consulted with your academic adviser as well as the Office of Student Aid and understand the academic and financial impact of processing this form.**

Last Name _____ First Name _____ Middle Initial _____ Penn State 9-Digit ID _____

X _____ _____
Student's Signature Date

****All fields are required or form will not be processed****

_____
Semester of Enrollment (e.g., Fall 2015)

COURSE #1:

Class Number	Course abbreviation and number (e.g., CHEM 502)	Course Section	Current Career of Course (e.g., undergraduate, graduate)	New Career of Course (e.g., undergraduate, graduate)

COURSE #2:

Class Number	Course abbreviation and number (e.g., CHEM 502)	Course Section	Current Career of Course (e.g., undergraduate, graduate)	New Career of Course (e.g., undergraduate, graduate)

COURSE #3:

Class Number	Course abbreviation and number (e.g., CHEM 502)	Course Section	Current Career of Course (e.g., undergraduate, graduate)	New Career of Course (e.g., undergraduate, graduate)

_____ X _____ _____
Printed Name of Graduate Academic Adviser Signature of Graduate Academic Adviser Date

X _____ _____
Approval Signature from Graduate Enrollment Services **(sign and forward to OUR)** Date

****Completed by the Office of the University Registrar then forwarded to:**

Document Imaging/Course Changes
Office of Student Aid
314 Shields Building
University Park, PA 16802

Swap processed in OUR by _____ on _____.
Initials Date

PennState
The Graduate School