

Reserved Credit: An option for high-achieving Mount Mary University undergraduate students with senior standing is to earn graduate credit in specified courses. The credits earned must be in excess of the 128 credits required for the undergraduate degree. A maximum of 12 reserved graduate credits may be taken. Reserved graduate credits may not be applied to meet undergraduate requirements. Credits are “reserved” for the appropriate master’s degree at Mount Mary University. The student is assessed graduate tuition for such courses, and is expected to perform at the graduate level. **NOTE: Please check with financial aid as registering for reserve graduate credit may impact your financial award.**

Students must comply with the following procedures order to qualify, register, and earn reserved graduate credit:

Procedure:

1. The student completes the reserve credit petition form. Available from graduate program directors, or in the Office of Graduate Education, NDH 152.
2. Only credits with A, AB, or B grades earned within 32 credits of graduation, may be reserved for graduate credit.
3. A maximum of 12 credits may be reserved.
4. Before more than 9 credits are earned, the student is expected to work with the director of the graduate program to formulate a graduate plan of study.
5. Approved credits may be used towards a Masters degree from MMU.
6. Their transfer is at the discretion of the receiving institution. Utilization at MMU must comply with the time limitations prescribed for the graduate program.
7. The petition form is placed in the student’s permanent file in the Registrar’s Office and a copy of the decision is retained by the director of the graduate program
8. A copy is sent to Financial Aid



RESERVED CREDIT

Date _____

Name

Address

City

State

Zip Code

Home Phone

Cell Phone

Student ID Number

GPA

Total number of credits completed at MMU

Graduate course(s), number of credits, and semester requested: _____

Student Rationale for Petition Request:

Include career goals, courses taken, professional experience and/or relevant qualifications. Please use back side if additional space if required.

Submit for consideration to:

Mount Mary Undergraduate professor/advisor

Approved

Not Approved

Date

Graduate Program Director

Approved

Not Approved

Date

Dean for Graduate Education

Approved

Not Approved

Date

Approved for _____ graduate credits for _____
Semester & year ADG&CE initials

Copies to Financial Aid and Registrar to be recorded in permanent file and decision recorded by Graduate Program Director.