

**REQUEST FOR DUAL ENROLLMENT STATUS  
ACCOUNTING AND INFORMATION SYSTEMS**  
<https://accounting.broad.msu.edu/>

**POLICY:**

1. A senior from MSU who is in their final semester of graduation from first bachelor's degree and who is admitted into the Master of Science in Accounting Program may be dually enrolled.
2. You need to apply for graduation from your undergraduate degree. The form is online at <https://www.reg.msu.edu/stuforms/gradapp/gradapp.aspx>.
3. You must schedule an appointment with your undergraduate academic advisor to ensure you meet the requirements to graduate.
4. The maximum time limit for dual enrollment is one semester.
5. A maximum of 9 graduate credits may be earned under this status.
6. The total maximum course load per term is 16 credits.
7. The extent to which the courses listed on this form will meet specific graduate degree requirements will depend on approval of your comprehensive graduate program.
8. If you wish to make any changes to the courses listed on this form, you must complete a second Dual Enrollment Status and indicate that it is REVISED.
9. Students request for dually enrolled are not eligible for graduate assistantships, or other forms of graduate student financial aid, or those services and prerogatives normally reserved for graduate students. We recommend that if you plan to apply for financial aid, you meet with a financial aid officer to discuss the impact of the additional cost to take these courses.
10. Credits taken at the graduate level do not count toward achievement of the bachelor's degree.
11. You will be charged additional program tuition fees per graduate credit in the middle of the semester you plan to dual enroll. Any credits you take at the graduate level will be charged at graduate tuition rates and will also be charged the additional program tuition fee per credit.

Return form to Room N270 of Business College Complex for processing by department.

## REQUEST FOR DUAL ENROLLMENT STATUS

**Dual enrollment provides an opportunity for academically talented undergraduate students to enroll in graduate courses and conduct research towards a graduate degree while completing the last two years of their bachelor's degree(s) programs.**

Last Name	First Name	Middle Initial	PID
Term/Year Dual Enrollment Begins			
Undergraduate Major		Undergraduate College	
Undergraduate Degree Program Advisor			
Graduate Major		Graduate College	
Graduate Degree Program Advisor			
Number of Undergraduate Credits Earned			
Number of Undergraduate Credits Needed for Bachelor Degree			
<b>COURSES TO BE SHARED BETWEEN UNDERGRADUATE AND GRADUATE DEGREES (Maximum 9 credits allowed)</b>			
TERM/YEAR	SUBJECT	COURSE NUMBER	SECTION
<p><b>Students will be classified as an undergraduate student until the minimum number of credits required for a first bachelor's degree is completed. When the student is classified as a graduate student, eligibility begins for graduate assistantships, other forms of graduate student financial aid, or those services and prerogatives normally reserved for graduate students.</b></p> <p><b>For further detail regarding dual enrollment by undergraduates please refer to the Graduate Education section of the Academic Programs catalog.</b></p>			
Approved by:			
Student Signature			Date
Department Chairperson, Admitting Graduate Department			Date
Associate Dean, Admitting Graduate College			Date

**RETURN THIS FORM TO THE OFFICE OF THE REGISTRAR  
426 AUDITORIUM ROAD, ROOM 150, EAST LANSING, MI 48824  
OR FAX TO (517) 353-1935**

*Michigan State University is an affirmative-action/equal-opportunity employer.*