

**Master's Degree
RESERVATION OF GRADUATE CREDIT**

Some graduate-level course work taken at Portland State University while working toward a student's first bachelor's degree can be reserved for use in a PSU graduate program. Reserved graduate credit is limited to 12 graduate credits letter-graded B- or higher, earned within the last 45 credits prior to the awarding of the bachelor's degree, and not used to fulfill the requirements of the bachelor's degree.

The GO-10 form should be submitted as early as possible, preferably before the awarding of the bachelor's degree.

- If it is submitted before graduation with the bachelor's degree, the Office of Degree Requirements will guarantee that these credits will not be used toward that degree. After graduation, the courses will still need to be reviewed to see if they meet all the other requirements for Reserve credits. Submitting a GO-10 form does not guarantee admission to a graduate degree program at Portland State University.
- If this form is submitted after graduation with the bachelor's degree, Degree Requirements must verify that the credits were not used in the bachelor's degree before all other conditions are reviewed.

Reserved graduate credits are Pre-admission credits and are subject to all Pre-admission requirements and limitations. Pre-admission credits must be approved by Graduate Studies with a GO-21 form before the student's Graduate Degree Program (GO-12 form) can be approved.

Name _____ ID # _____

Address _____ City _____ State _____ Zip _____

E-mail (PRINT CLEARLY) _____ Day phone (____) _____ Other phone (____) _____

Bachelor's degree _____ Major _____ Intended or actual term of graduation with bachelor's degree _____

Master's Degree _____ Major _____ Intended or actual term of admission to the graduate program _____

I propose that the following courses be reserved for use in my graduate degree program:

| DEPT. | NO. | TITLE | TERM/YEAR | GRADE | CREDITS |
|-------|-----|-------|-----------|-------|---------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

TOTAL RESERVED CREDITS REQUESTED _____
(limit 12 credits)

Student's signature _____ Date _____

Routing: For students not admitted to a graduate program, submit this form to Graduate Studies in 600 Unitus Building.
For students already admitted, submit to your department for approval.

Degree Requirements Approval

The above courses have not been used in the student's PSU bachelor's degree.

Degree Requirements _____ Date _____

Routing: forward this form to Graduate Studies once approved.

Graduate Departmental Approval

By signing this form, the student's Graduate Adviser and Department Chair or Graduate Committee Chair have reviewed the appropriateness of these credits toward the student's individual program of study and approves the use of these courses as Reserved graduate credits toward the student's graduate degree program, pending approval of the Office of Graduate Studies.

Graduate Adviser _____ Date _____

Department Chair or Graduate Committee Chair _____ Date _____

Routing: forward this form to Graduate Studies once approved.

Graduate Studies Approval

The above courses meet Portland State University requirements for acceptance as Reserved graduate credit.

Dean of Graduate Studies _____ Date _____