

**VERIFICATION COURSEWORK WAS NOT APPLIED TO A BACHELOR’S DEGREE**

**Student Information**

Name \_\_\_\_\_ Major \_\_\_\_\_  
 ID Number \_\_\_\_\_ Department \_\_\_\_\_  
 Degree \_\_\_\_\_

**Course Information**

Semester/Year	Course Number & Title	Grade	Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

A Master’s or Graduate-level Certificate student in the School of Education may apply Graduate courses taken during their Undergraduate career at IU to a Graduate program only if those courses were not applied to the Undergraduate degree. Graduate courses taken prior to the final semester may, ordinarily, not be applied to a Graduate program. Up to 6 credits included in the Program of Study may be Undergraduate course credits at the 300 or 400 level. No course may be applied to both an Undergraduate and Graduate program.

By signing this form you are verifying that to the best of your knowledge, the coursework was not applied toward an undergraduate degree and is relevant to the student’s Program of Studies.

\_\_\_\_\_  
*Advisor Signature*                      *Printed Name*                      *Date*

\_\_\_\_\_  
*Undergraduate Recorder Signature*                      *Printed Name*                      *Date*

\_\_\_\_\_  
*Associate Dean of Graduate Studies Signature*                      *Printed Name*                      *Date*

- The Policies included on this form were taken from the School of Education 2012-2014 Bulletin.

**E-mail as Official IU Communication**

The university reserves the right to send official communications to students by e-mail with the full expectation students will receive and read these messages in a timely fashion. Official university e-mail accounts are available for all registered students. Official university communications will be sent to students’ official university e-mail addresses.

You are expected to check your e-mail frequently and consistently to stay current with university-related communications. In addition to monitoring your university e-mail account, you may want to check the Graduate Enrollment Management System (GEMS). The same user ID and passphrase is used for GEMS and the university e-mail system.

**\*ORIGINAL SIGNATURES ONLY**  
 \* PLEASE SUBMIT COMPLETED FORM TO THE OFFICE MANAGER OF YOUR MAJOR DEPARTMENT ALONG WITH YOUR PROGRAM OF STUDIES.