Undergraduate Request to Register for Graduate Course

DIRECTIONS FOR SUBMITTING THIS FORM:

1. ENTER REQUIRED STUDENT INFORMATION AND CONFIRM YOU QUALIFY ACCORDING TO THE ACADEMIC POLICY BELOW.
2. OBTAIN REQUIRED SIGNATURES FROM THE INSTRUCTOR AND THE DEPARTMENT CHAIR.
3. SUBMIT THIS COMPLETED FORM TO THE OFFICE OF THE UNIVERSITY REGISTRAR

Student’s Last Name:  Student’s First Name:  Student ID:

Student’s Current GPA:  Total Credits Completed Toward Bachelor’s Degree:  Date:

GRADUATE COURSE REQUESTED:

Term and Year Course Is Taken:  Course Subject, Number and Section:  Course Credit(s):

Course Title:  Instructor’s First and Last Name

ACADEMIC POLICY: UNDERGRADUATE STUDENTS QUALIFY TO ENROLL IN 500 AND 600-LEVEL COURSES ACCORDING TO THE FOLLOWING:

- Students must get permission from the instructor of the course and the chair of the department where the course is offered.
- Students not admitted to a 4+1 or 3+2 must have a minimum of 3.000 GPA and a maximum of 18 credits remaining for graduation before enrolling in GR courses. Students admitted into a 4+1 or 3+2 must have 90 completed credits prior to enrolling in graduate courses. In progress courses are not included in completed credit totals.
- Students must inform the Office of the University Registrar that they are taking graduate courses to count for undergraduate credit (select box below). Courses must be designated for undergraduate credit at the time of registration in order to meet any bachelor degree requirements. Credit will only count towards undergraduate degree requirements unless student is pre-admitted into a 4+1 or 3+2 program.
- Students may enroll in a maximum of 12 graduate credits, depending upon the student’s academic program. 3+2 students may enroll in a maximum of 24 credits.

CHECK ONE WHEN APPLICABLE AND IDENTIFY THE PROGRAM:

[ ] I have been admitted to a 4+1 Program:

[ ] I have been admitted to a 3+2 Program:

[ ] Count course toward the Undergraduate degree

Student’s Signature:  Date:

Instructor’s Signature:  Date:

Department Chair’s Signature:  Date:

4/12/16