

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 are allowed to enroll in 500- and 600-level courses according to the following guidelines:

- Students must get permission from the instructor of the course and the chair of the department where the course is offered.
- Students may enroll in a maximum of 12 graduate credits, depending upon the student's academic program.
- Undergraduate students with a minimum 3.000 Chapman cumulative GPA and a minimum of 90 credits that are completed or will be completed prior to the start of the graduate course.
- Students taking coursework for undergraduate credit, at the time of registration, must inform the Office of the University Registrar that they are taking graduate courses for undergraduate credit (see below); courses will be so designated, will be placed on the student's undergraduate academic record and will count only toward the undergraduate degree.
- Students in an accelerated undergraduate/graduate program should consult the guidelines for the program for any special conditions on enrollment into a graduate course that is part of the accelerated program.

CHECK ONE WHEN APPLICABLE AND IDENTIFY THE PROGRAM:

I have been admitted to an Accelerated Program:

Count course toward the Undergraduate degree

Student's Signature: _____

Date: _____

Instructor's Signature: _____

Date: _____

Department Chair's Signature: _____

Date: _____