FLORIDA STATE UNIVERSITY

Request to Take Graduate Courses

(For Undergraduate Students)

Revised 3/3/2016

Instructions to the Student: (1) Obtain the Request to Take Graduate Courses form and get verification of eligibility from the Office of the Registrar. (2) Obtain signature of the instructor offering each course. (3) Obtain signature from the Chairman of the Department offering each course. (4) Obtain your Dean's approval for either graduate or undergraduate credit. (5) Turn in completed form at the University Registrar's Office, A3900 University Center.

Note: This form will not be accepted after the last day of the drop/add period.

Last Name _____ First Name _____ Middle Initial ____ EMPLID _____

Year _____ Term _____

To be completed by the Office of the University Registrar

Eligible as:

- ❑ Senior *(90 or more hours)*
- ❑ Honor Student *(upper division)*
- ❑ Grade point average *(3.0 minimum)*

Processed by: _____ Date: _____

Graduate Courses Approved

Reference Number _____ Course Prefix and Number _____ Section ____ Hrs. ____

Approved by:

Signature: Instructor of course _____ Date _____

Credit will be counted as:

- ❑ Graduate
- ❑ Undergraduate

Signature: Department Chair or Dean of College offering course _____ Date _____

Reference Number _____ Course Prefix and Number _____ Section ____ Hrs. ____

Approved by:

Signature: Instructor of course _____ Date _____

Credit will be counted as:

- ❑ Graduate
- ❑ Undergraduate

Signature: Department Chair or Dean of College offering course _____ Date _____

Total course load approved this term:_____ *(15 hours maximum.)*

Approved by:

Signature: Student's Academic Dean _____ Date _____