

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 **EMPLID** Year 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 Section Reference Number Course Prefix and Number Hrs. Approved by: Signature: Instructor of course Credit will be counted as: Graduate Signature: Department Chair or Dean of College offering course Date Undergraduate Reference Number Course Prefix and Number Section Approved by: Signature: Instructor of course Date Credit will be counted as: Graduate Signature: Department Chair or Dean of College offering course Date Undergraduate Total course load approved this term:_____(15 hours maximum.) Approved by: Signature: Student's Academic Dean Date