



## Request to Take Graduate Courses (For CEE Undergraduate Students)

Revised 04/2021

**Instructions to the Student:** (1) Determine desired graduate and/or dual counted coursework, complete entire sections below accordingly, and obtain signature of the instructor(s) offering each course. (2) Return form via email to the Civil Department Academic Advisor (trimble@eng.famu.fsu.edu) for approval and signature from the Department Chair. (3) Department representative will forward to the Associate Dean's office for approval. (4) Dean's office will forward form to Registrar for processing. (5) Student should confirm enrollment in approved course(s). **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	BS/MS Pathways Student? <input type="checkbox"/> Yes <input type="checkbox"/> No	

*This section 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 *This section to be completed by the student & department*

Class Number	Course Prefix and Number	Section	Hrs.
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**Approved by:**

Credit will be counted as:	Signature: Instructor of course	Date
<input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate <input type="checkbox"/> Both/Pathways	Signature: Department Chair or Dean of College offering course	Date

Class Number	Course Prefix and Number	Section	Hrs.
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**Approved by:**

Credit will be counted as:	Signature: Instructor of course	Date
<input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate <input type="checkbox"/> Both/Pathways	Signature: Department Chair or Dean of College offering course	Date

*This section to be completed by the Academic Dean's office*

\_\_\_\_ Combined code added to Stack

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

**Approved by:** \_\_\_\_\_  
 Signature: Student's Academic Dean Date