



Request to Take Graduate Courses (For Undergraduate Students)

Revised 1/08/2025

Instructions: (1) Student should fill out the form & obtain signature(s) of instructor(s) offering each course. (2) Student should email completed form (leaving Dept Chair & Associate Dean's signature blank) to their department representative for final approval and to obtain remaining signatures. (3) Department representative should email the form to the Office of Research & Graduate Studies to obtain Associate Dean's Signature and for submission to the Registrar's office to have the classes administratively added.

Note to the Student: BEFORE you submit the form to your department representative be sure that you have dropped any related undergraduate class(es) (4000-level). The graduate class(es) (5000-level) cannot be administratively added until you have done so. Information below MUST be correct and complete for the 5000-level course(s) you are requesting. Incomplete or incorrect forms will be returned to the student and may require the student to obtain updated instructor signatures for processing.

Last Name _____ First Name _____ Middle Initial _____ EMPLID (9 digit student ID number) _____
 _____ BS/MS Pathways Student? ___ Yes ___ No
 Year _____ Term _____

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	Course Title (Abbreviate if needed)	Section	Hrs.
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 offering course	Date	

Class Number	Course Prefix and Number	Course Title (Abbreviate if needed)	Section	Hrs.
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 offering course	Date	

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

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

___ Combined code added to Stack

Approved by: _____
 Signature: Student's Academic Associate Dean (Graduate or Undergraduate) Date