



Request to Take Graduate Courses (For Undergraduate Students)

Revised 8/23/2021

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 the related undergraduate class(es). The Graduate class(es) can not be administratively added until you have dropped the undergraduate (4000 level) version(s).

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