APPLICATION FOR UNDERGRADUATE STUDENTS TO TAKE GRADUATE COURSES

STUDENT NAME_____ID#_____

CAMPUS BOX_____ C-N email _____ PHONE(_____) _____ - _____

GRADUATE CLASS REQUESTED

(Course Number) (Title) (Semester) (Year)

1._____

Policy

1. Approved undergraduate students may take a maximum of 6 graduate hours, with no more than 3 graduate hours during any one semester. Courses must be taken during the last two semesters of the student's undergraduate enrollment period.
2. Approved undergraduate students must enroll for a minimum of 12 Undergraduate hours per semester.
3. Earned graduate hours will be accepted for graduate credit upon the student's admission as a degree seeking student to the graduate program in which the credit was earned.
4. Undergraduate credit cannot be used to meet graduate degree requirements and graduate credit cannot be used to fulfill undergraduate degree requirements.
5. Financial aid eligibility is determined by the number of registered ***undergraduate*** credit hours, not the total of combined undergraduate and graduate hours.

CRITERIA **(Prior to registering for graduate credit, undergraduate student must meet the requirements listed below)*

1. Must have earned a minimum of 90 semester hours of undergraduate credit.
2. Must have an approved application for graduation/degree plan on file, indicating a graduation date within 2 semesters.
3. Must submit a copy of the approved application for graduation/degree plan.
4. Must meet minimum GPA requirements for admission to the graduate program in which the desired graduate course is listed at the time of registration.
5. Must submit a copy of current transcript with application.
6. Charges will be computed for the combined number of hours at the undergraduate rate to include overload charges as applicable.

*** APPROVAL REQUIRED PRIOR TO REGISTRATION***

Signatory approvals:

UNDERGRADUATE FACULTY ADVISOR: _____ _____
Date

DEPARTMENT CHAIR/DEAN:_____ _____
Date

Copies sent to the following offices:

Registrar's _____ **Student Accounts** _____ **Financial Aid office** _____
Date Date Date

Revised 2.2021