Permission For Undergraduates To Enroll In Graduate Level Course

Student Name_____User_ID: _____

PHONE_____ _____
Home Work

_____ _____ _____
Course Number Course Title Semester

Reason for requesting course at graduate level_____

_____

_____

Credit will be applied towards: Bachelor's Degree OR Master's Degree
Circle One

Important Notice to Students: Please know that if you are taking a graduate course toward a future graduate degree, your current financial aid ***does not*** cover the cost, you are responsible to pay when you register. If you are taking a graduate course as part of your undergraduate degree, financial aid will cover the cost of this course. **If you are a Day Student** requesting a graduate level course, please know that your financial aid will not cover this course whether you are taking it for graduate or undergraduate credit.

Students making this request must be either a junior or senior and have a minimum 2.7 GPA. It is the responsibility of the student to obtain the signature of approval from the course instructor and the department chair. When both signatures have been obtained, the form should be returned to the Office of Graduate & Continuing Education for the Associate Vice President's decision. The student will be notified within 5 days of this decision. Please note that Day students may not use their waiver for a graduate level course.

1. _____ _____
Signature of Instructor Date

2. _____ _____
Signature of Department Chair Date

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Office Use Only

Student's Class Junior / Senior Prerequisites completed Yes /No

Total number of semester hours completed _____ GPA _____

Request Granted Yes / No

_____ _____
Dean, Graduate & Continuing Education or Designee Date

Copy to Financial Aid Office: _____
Date Delivered
(F/A Office will alert Registrar if Day Student)

Revised 07/08 llf