

# Request for an UNDERGRADUATE to take a GRADUATE LEVEL COURSE (or to take a 300 or 400-level course for Graduate Credit)

**Eligibility Requirements:**

You must be a **degree-seeking senior** who meets one of the following conditions:

- a. Be within 12 hours of graduation and have at least a 3.0 grade point average in your undergraduate work.
- b. Be within 30 hours of graduation and have at least a 3.5 grade point average in your undergraduate work.

or

You must be enrolled in either the **Pharm.D. program** or the **BSN/MSN program** and have the permission of your program coordinator to take the specified 500-level courses as a required part of your degree program.

In exceptional cases, undergraduate students who do not meet one of the above conditions may petition the School of Graduate Studies for exception. The petition must include written justification from the academic adviser in the student's degree program for waiving the above requirements and must be attached to the Request Form. Petitions for exception will only be considered if presented at least two weeks prior to the beginning of the term in which enrollment is requested. Under no circumstance may Post-baccalaureate students (Classification 4-E) enroll in 500-level courses.

**Approval process:**

- 1. Obtain an advising transcript from Academic Unit.
- 2. Get written approvals, in the order listed on the form.
- 3. Submit the Request Form and advising transcript to the School of Graduate Studies office (343a Administrative Center) for final approval.
- 4. When the Request Form is approved by the School of Graduate Studies dean or assistant dean, student takes Request Form to Registration Office for final processing.

Student's Name:

Student ID#:

Dept./Course #:

Course Title:

Credit hours of course:

**Type of credit desired:**

*Graduate Credit* -- may **not** be applied to baccalaureate degree

*Undergraduate Credit* -- to satisfy baccalaureate degree requirements (contingent upon approval of course by faculty in student's degree program)

*Have you previously petitioned for, and taken, a course for graduate credit?*     No     Yes

**If YES**, list term and course taken:

Term of study:     FALL     WINTER     SUMMER

Year:

**Student's acceptance of course restrictions:**

I have read and agree to abide by the course restrictions for level of credit and application of credit to degree programs noted on this form:

**Course Restrictions:**

Graduate level courses (500 and above) must be selected from those courses generally offered to first semester or first year graduate students. Courses such as Special Topics, Individual Studies, Directed Research, etc., that are designed for advanced graduate students are excluded.

Appropriate 500-level courses may be credited toward an advanced degree **or** as undergraduate credit to satisfy remaining baccalaureate degree requirements provided they are acceptable to the faculty in the student's degree program, but **not both**. No more than **6 hours total** of 500-level course work may be taken by a senior for graduate **or** undergraduate credit.

The same provisions for graduate credit apply to appropriate work in the 300- and 400- level courses for seniors within 12 hours of graduation. Such eligible students may enroll in no more than a total of 6 hours of courses numbered 300 and above for graduate credit. Courses at the 300- and 400-levels taken for graduate credit may not be applied to graduation requirements for the baccalaureate degree.

Student's signature:

Date signed:

**UNIVERSITY APPROVALS** (*Must be obtained in the order listed below*):**1. Instructor of Course:**

Name:

Signature:

Date:

**2. Dean (or designated representative) in Academic Unit where course is offered:**

Name:

Signature:

Date:

**3. Baccalaureate Degree Advisor:**

Number of hours remaining, as of the start of the term indicated above, before student completes baccalaureate degree requirements for graduation:                       12 or less     13 to 30

Name:

Signature:

Date:

**4. School of Graduate Studies:**

Approved     Denied     More information required

Signature (Dean or Assistant Dean):

Date: