Undergraduate Course Authorization for Graduate Students

1. Graduate students who enroll in undergraduate level courses must complete this form.
2. Courses that are not part of the approved plan of study cannot be completed at the graduate level.
3. Course levels:
   a. 300- and 400-level courses that are approved for the plan of study will apply to the graduate career.
   b. 300- and 400-level courses that are not approved for the plan of study cannot count as degree applicable work towards the graduate GPA or degree.
   c. 100- and 200-level courses cannot apply to the graduate career and cannot count as degree applicable work towards the graduate GPA or degree.
4. All courses regardless of level will be assessed the graduate rate of tuition.
5. For more information, please refer to the policy in the UMKC Graduate Catalog: General Graduate Academic Regulations: Graduate Courses and Grading Policies.

Student’s name ____________________________________________________________

Student ID number _________________________________________________________

Term ___________________________ Year ________________________________

Course subject and number__________________________ Class reference number (5-digit) __________________________

Course title ______________________________________________________________________________________

Credit hours ________________________________________________

Level (select one):
   _____ 300- and 400-level approved for the plan of study (GRAD career)
   _____ 300- and 400-level not approved for degree applicable work for the plan of study
   _____ 100- and 200-level cannot apply as degree applicable work for the plan of study

Signatures of Approval

Student ____________________________________________________________ Date __________________

Graduate Academic Advisor ____________________________________________ __________________
   Printed Name ____________________________ Department ____________________________

Graduate Academic Advisor ____________________________________________ Date __________________
   Signed Name ____________________________

Return signed copies to the Office of Registration & Records

Office use only:
Entered by ________________ Date ________________

Revised: 4/4/14