



# Request to Take Graduate Courses (For Undergraduate Students)

Revised 3/3/2016

**Instructions to the Student:** (1) Obtain the Request to Take Graduate Courses form and get verification of eligibility from the Office of the Registrar. (2) Obtain signature of the instructor offering each course. (3) Obtain signature from the Chairman of the Department offering each course. (4) Obtain your Dean's approval for either graduate or undergraduate credit. (5) Turn in completed form at the University Registrar's Office, A3900 University Center.

**Note:** This form will not be accepted after the last day of the drop/add period.

Last Name	First Name	Middle Initial	EMPLID
Year	Term		

*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

Reference Number	Course Prefix and Number	Section	Hrs.
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**Approved by:**

\_\_\_\_\_  
Signature: Instructor of course Date

Credit will be counted as:

- Graduate  
 Undergraduate

\_\_\_\_\_  
Signature: Department Chair or Dean of College offering course Date

Reference Number	Course Prefix and Number	Section	Hrs.
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**Approved by:**

\_\_\_\_\_  
Signature: Instructor of course Date

Credit will be counted as:

- Graduate  
 Undergraduate

\_\_\_\_\_  
Signature: Department Chair or Dean of College offering course Date

**Total course load approved this term:** \_\_\_\_\_ (15 hours maximum.)

**Approved by:**

\_\_\_\_\_  
Signature: Student's Academic Dean Date