

REQUEST BY A SENIOR TO TAKE A GRADUATE COURSE

NO UNDERGRADUATE STUDENT MAY REGISTER FOR OR RECEIVE CREDIT FOR GRADUATE COURSES EXCEPT ACCORDING TO THESE POLICIES.

Form and Procedures: The student must 1) complete the Request by a Senior to Take A Graduate Course Form available at the Admissions and Records Office; 2) submit the form to the Admissions and Records Office, who will certify that senior has a cumulative GPA of 3.00 or higher, and is in the semester prior to graduation; 3) obtain the signatures of his or her advisor or the department head of his or her major, and the college dean for the course(s).

Student Name: _____ Student ID#: _____

Contact#: _____ Email: _____

Semester: _____ Cumulative GPA: _____ Verified By: _____

NOTE: IF THE CREDITS ARE COUNTED TOWARD A BACCALAUREATE DEGREE, THEY MAY NOT ALSO SUBSEQUENTLY BE COUNTED TOWARD A GRADUATE DEGREE.

COURSE NUMBER	COURSE TITLE	NO. OF CREDITS	INSTRUCTOR'S SIGNATURE

[] Approved [] Disapproved X _____
Signature of the Registrar, Admissions & Records Date

[] Approved [] Disapproved X _____
Signature of Advisor or Major Department Head Date

[] Approved [] Disapproved X _____
Signature of the Dean of the College Date