

THIS FORM MUST BE SUBMITTED TO YOUR ACADEMIC UNIT FOR APPROVAL AND SUBMITTED TO THE REGISTRAR'S OFFICE BEFORE REGISTERING FOR THE COURSE. Fill out student information and course information and consult with your major advisor. Complete SECTION A OR B before submitting for final approval/signatures.

STUDENT INFORMATION

STUDENT NAME _____ DATE _____
Last First

STUDENT ID NO. _____ TERM _____ MAJOR CODE _____

STUDENT PHONE NO. _____ STUDENT EMAIL _____

UNDERGRADUATE COURSE REQUESTED

Requested term for registration _____

_____ CRN Prefix Course No. Section _____ Course Title

COURSE DEPARTMENT _____ INSTRUCTOR _____ CREDITS _____

SECTION A: Undergraduate Course Requested for Graduate Credit *Request course instructor to complete justification and sign form. If endorsed by the course instructor, take form to your major advisor for justification and signature. Only the course listed on this form may be used toward satisfaction of master's/PhD/DBA graduation requirements as per graduate policies 1.9 and 2.2.2.*

PERMISSION AND JUSTIFICATION BY COURSE INSTRUCTOR *(Instructor of record for term requested for registration)*

Describe advanced work/standards student will complete beyond those required for an undergraduate in the course *(attach additional sheets as necessary):*

Instructor _____ Date _____

PERMISSION AND JUSTIFICATION BY ACADEMIC MAJOR ADVISOR *(attach additional sheets as necessary; include copy of form in student file)*

Why is it academically appropriate for the student to take the undergraduate course for graduate credit instead of taking a graduate course?

Student *(requesting course)* _____ Date _____

Academic Major Advisor _____ Date _____

Academic Unit Head *(student's major department)* _____ Date _____

Director, Graduate Programs _____ Date _____

SECTION B: Undergraduate Course Requested to fulfill deficiency or for personal enrichment

- Course is to be used to satisfy deficiencies in my graduate degree program. I understand it cannot be applied toward my graduate degree requirements.
- Course is requested for personal enrichment only. I understand it cannot be applied toward my graduate degree requirements.

Student *(requesting course)* _____ Date _____

Academic Major Advisor _____ Date _____

OFFICE USE ONLY

PROCESSED BY _____ DATE _____