PERMISSION FOR UNDERGRADUATE STUDENT TO TAKE GRADUATE LEVEL (500) CLASS

Student Name: _____ ID # _____

Email address: _____ (student will be notified by email)

Are you a senior? ☐ Yes ☐ No Anticipated Semester of Graduation _____

Undergraduate GPA: _____ Total Undergraduate Credits: _____

Total # Credits Requesting _____

In order to take a graduate level class as an undergraduate, the student must be in the final semester of undergraduate work and have a cumulative GPA of 3.0 or higher. The must have the permission of their advisor and the instructor of the graduate class. If the student is receiving financial aid they must visit with financial aid to see how the class could impact their award. Students may take only 500 level classes. They may not take any 600 or higher level classes. Students may take a maximum of eight credits at the graduate level and the classes will appear on the undergraduate transcript.

I am seeking permission to take the following graduate level class/classes:

Course/Number	Description	CRN #

I certify this student is eligible to take up to eight (8) semester credits of graduate course work (500 level only). Student has been notified this approval does not override any instructor restrictions for enrollment.

_____ _____
Advisor **Date**

This student has my permission to take the class/classes listed above.

_____ _____
Instructor **Date**

_____ _____
Instructor **Date**

I have checked with financial aid and gotten approval to take these credits.

_____ _____
Financial Aid Officer **Date**

Received in Graduate Office _____ Processed: _____
Date **Date**