

**REQUEST TO REGISTER FOR A GRADUATE LEVEL COURSE  
WHILE IN AN UNDERGRADUATE PROGRAM**

Undergraduate students may register for 3 credits of graduate coursework per semester (not to exceed a total of 6 credits) when they have accumulated at least 90 credits with a cumulative grade point average of 3.0 or above. Enrollment in courses that are highly subscribed to by graduate students may be permitted only during final registration. The Graduate School will assist students who have approval to register for graduate courses.

Social Security Number: \_\_\_\_\_ TERM: \_\_\_\_\_

Banner I.D. Number: \_\_\_\_\_

NAME: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

CRN Number for course (5 digits): \_\_\_\_\_ Course Title \_\_\_\_\_

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**The following requirements have been satisfied for the course listed above:**

GPA = 3.0 or above ( ) Yes ( ) No

Earned Hours = 90 or more credits ( ) Yes ( ) No

Pre-requisite course title(s) and CRN numbers (if any):

\_\_\_\_\_ ( ) Yes ( ) No  
\_\_\_\_\_ ( ) Yes ( ) No

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I understand that this course will remain on my undergraduate transcript. I further understand that if I wish to apply this course to a future master's degree program, I must submit a request to The Graduate School for permission to transfer the credits to my graduate transcript. If given approval, the credits will be applied to my graduate transcript, but the grade earned for the course will still remain on my undergraduate transcript and will not be calculated into my graduate level GPA.

\_\_\_\_\_  
Student's Signature Date

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Undergraduate Program Advisor	Approved	Not Approved	Date
Department Chair of Graduate Program	Approved	Not Approved	Date
Director of The Graduate School	Approved	Not Approved	Date