Policy for Admission of an Undergraduate Student to take a Graduate Course

An undergraduate student generally must have a cumulative grade point average of 3.00 or higher and be within 30 semester hours of graduation.

Eligibility <u>does not</u> guarantee that a student will be admitted into a course. Admission must be approved by the course instructor, the Graduate Program Director, the Dean of the School/College, and the Dean of the School of Graduate Studies. Students are reminded that a graduate course used to satisfy requirements for an undergraduate degree cannot be applied to a graduate degree at any later date. Please also note as an undergraduate student your financial aid **may not** cover the costs of a graduate course. It is the student's responsibility to ensure all financial obligations are fulfilled.

One or more days may be needed to obtain the necessary materials in order to determine eligibility, as well as the approval signatures from the respective individuals.

Once eligibility is confirmed, students pursue the following process:

- 1. The student obtains appropriate electronic signatures from the department/school in which the course is being offered.
- 2. Authorization from the appropriate area Graduate Program Director/Coordinator
- 3. Signature from the Dean of College
- 4. Signature from the Dean, School of Graduate Studies

These signatures are obtained in the same order in which they are listed above.

Application for Admission of an Undergraduate Student to take a Graduate Course

PART 1: TO BE COMPLETED BY THE STUDENT

Name:			Date:	
Laker Id #:		<u></u>		
Course Prefix & Number	CRN	Course Title	Credit Hours	Instructor(s) Approval
Academic Year & Semester semester):			equested courses must be	e taken in the same
Reasons for enrolling in th				
PART 2: TO BE COMPLETE considered complete if the Undergraduate GPA: Undergraduate Hours Complete if the Undergraduate Hours Complete if the Undergraduate Hours Complete in	nis section is left bla	ank.)	s form will not be	
Other Information:				
Application Status:	Eligi	ble	Ineligible	
APPROVALS (No approvals Graduate Studies policy)	may be given until Pa	art 2 is completed and the st	udent is deemed eligible ac	cording to School of
Graduate Program Directo	r		Date	
Dean of College/School			Date	
Dean, School of Graduate Studies			Date	