

## UNDERGRADUATE CREDIT FOR GRADUATE COURSE

***Instructions:*** Please complete all information on the form and return to the Registrar's Office for processing. A separate form must be filed for each course taken. **This form must be filed in the Registrar's Office before the end of the Drop/Add period. Students may not elect to change between undergraduate and graduate credit after the Drop/Add period.**

1. Student must be a senior with an overall Cumulative GPA of 3.0 or better.
2. Once a grade is recorded for undergraduate credit, it cannot be transferred to graduate credit at a later date.

Term:  Fall \_\_\_\_\_  Winter \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_  
(Year) (Year) (Year) (Year & Session)

**Student Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Course (Subj/Num/Section): \_\_\_\_\_ Cum GPA: \_\_\_\_\_

Reason for request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Required Signatures:**

**Student's Major Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Course Professor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Chair of Course:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Associate Provost & Grad. Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Registrar:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's signature (required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Office Use Only**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_