

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 does not 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 #: _____ Graduate Course Prefix & Number: _____

Course Title: _____ CRN Number: _____

Instructor: _____ Credit Hours: _____

Semester for which admission is requested: _____

Reasons for enrolling in this graduate course: _____

PART 2: TO BE COMPLETED BY GRADUATE PROGRAM DIRECTOR (This form will not be considered complete if this section is left blank.)

Undergraduate GPA: _____

Undergraduate Hours Completed: _____

Other Information: _____

Application Status: Eligible Ineligible

Graduate Program Director Date

PART 3: APPROVALS

(no approvals may be given until Part 2 is completed and the student is deemed eligible according to School of Graduate Studies policy)

Instructor Date

Graduate Program Director Date

Dean of College/School Date

Dean, School of Graduate Studies Date