Petition for Undergraduate Student to Take Graduate Course(s)

Information for undergraduate students regarding registering for graduate courses:

- Students must have completed 90 hours and obtain all the necessary approvals to be eligible to enroll in graduate courses as an undergraduate student.
- Requirements to enroll in graduate courses are determined by each program/school in conjunction with the Office of Graduate Studies. Criteria and list of courses approved are available from the graduate advisor.
- Undergraduates have three options for registering for graduate courses:

<table>
<thead>
<tr>
<th>Option #A</th>
<th>Undergraduate degree ONLY (maximum of 12 hours allowed)</th>
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</thead>
<tbody>
<tr>
<td>Option #B</td>
<td>Fast Track Option (maximum of 15 hours allowed)</td>
</tr>
<tr>
<td>Option #C</td>
<td>Graduate degree ONLY (maximum of 12 hours allowed)</td>
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</table>

- Options A and B are designated at the time of admission into Fast Track. Students must designate coursework at the time they apply for graduation and/or admission into Fast Track. The designation can NOT be changed after a student’s undergraduate degree has been certified. The default designation is undergraduate degree only.
- Option C must be designated prior to enrolling a graduate course and can NOT be changed. To register for a course as option C, student must go to the Student Services Building (SSB) and complete registration.
- All coursework must apply to either a student’s undergraduate or approved graduate degree program.
- Students may pre-register for graduate courses in the semester in which they will complete the 90 hours and only for the subsequent semester. For example, if a student will complete 90 hours in the summer they can only register for graduate courses in the fall during summer registration period, after completion of spring.
- Once a student has completed 12 hours of graduate coursework they must be admitted into a Fast Track program to continue enrolling in graduate courses, as only a maximum of 12 graduate hours can be applied to an undergraduate degree only.
Petition for Undergraduate Student to Take Graduate Course(s)

Student: ___________________________________________________________ Student ID # ________________________________

Address: ___________________________________________________________________________________________________________________________________________

Phone #: ( _______ ) __________ - _____________    E-mail: ___________________________________________

Undergraduate:
Major: _______________________________________________ Degree: ______________________________ School: ___________________________
Graduation Catalog: ___________________________________________________
Fast track program/degree program to which credits will be applied ________________________________

Graduate:
Major: _______________________________________________ Degree: ______________________________ School: ___________________________
Graduation Catalog: ___________________________________________________

Total Credit Hours Completed: ____________________________ GPA Overall: _______________________________________________
Total hours in progress ____________________________ Current GPA in the major: ________________________________________
Anticipated Total Credit Hours completed at end of current semester: ________________________________
Anticipated Total Credit Hours in Major completed at end of current semester: __________________________
Anticipated semester of undergraduate graduation: ________________________________________________
Anticipated semester of graduate matriculation: ___________________________________________________

<table>
<thead>
<tr>
<th>Graduate Course Number</th>
<th>Call Number</th>
<th>How Used on BS Degree Plan (if for graduate use only, please designate option C)</th>
<th>Approved course Yes or no</th>
<th>If course is not on the approved list, please provide an explanation as to why student should be allowed to enroll in it</th>
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</tbody>
</table>

Signatures:

Student Signature ___________________________ Date __________ Graduate Program Head/Advisor ___________________________ Date __________

[ ] Approved
[ ] Approved, pending completion of 90 hours

[ ] Approved
[ ] Approved, pending completion of 90 hours

Undergraduate Associate Dean ___________________________ Date __________ Graduate Dean ___________________________ Date __________

Austin Cunningham, FA 3.104

[ ] Student registered for graduate courses

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Routing: Graduate Program Head Undergraduate Associate Dean Graduate Dean Undergraduate Advisor

CC: Student