



PERMISSION FOR GRADUATE STUDENT TO TAKE UNDERGRADUATE COURSE

THIS FORM MUST BE SUBMITTED TO YOUR ACADEMIC UNIT FOR APPROVAL AND SUBMITTED TO THE REGISTRAR'S OFFICE BEFORE REGISTERING FOR THE COURSE. Fill out student information and course information and consult with your major advisor. Complete SECTION A OR B before submitting for final approval/signatures.

STUDENT INFORMATION

STUDENT NAME Last First DATE
STUDENT ID NO. TERM MAJOR CODE
STUDENT PHONE NO. STUDENT EMAIL

UNDERGRADUATE COURSE REQUESTED

Requested term for registration

CRN Prefix Course No. Section Course Title
COURSE DEPARTMENT INSTRUCTOR CREDITS

SECTION A: Undergraduate Course Requested for Graduate Credit Request course instructor to complete justification and sign form. If endorsed by the course instructor, take form to your major advisor for justification and signature. Only the course listed on this form may be used toward satisfaction of master's/PhD/DBA graduation requirements as per graduate policies 1.9 and 2.2.2.

PERMISSION AND JUSTIFICATION BY COURSE INSTRUCTOR (Instructor of record for term requested for registration)

Describe advanced work/standards student will complete beyond those required for an undergraduate in the course (attach additional sheets as necessary):

Empty box for instructor justification

Instructor Date

PERMISSION AND JUSTIFICATION BY ACADEMIC MAJOR ADVISOR (attach additional sheets as necessary; include copy of form in student file)

Why is it academically appropriate for the student to take the undergraduate course for graduate credit instead of taking a graduate course?

Empty box for academic major advisor justification

Student (requesting course) Date

Academic Major Advisor Date

Academic Unit Head (student's major department) Date

Director, Graduate Programs Date

SECTION B: Undergraduate Course Requested to fulfill deficiency or for personal enrichment

- Course is to be used to satisfy deficiencies in my graduate degree program. I understand it cannot be applied toward my graduate degree requirements.
Course is requested for personal enrichment only. I understand it cannot be applied toward my graduate degree requirements.

Student (requesting course) Date

Academic Major Advisor Date

OFFICE USE ONLY

PROCESSED BY DATE

FLORIDA'S STEM UNIVERSITY

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