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</th>
<th>Description</th>
<th>Hours Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option #A</td>
<td>Undergraduate degree ONLY</td>
<td>maximum of 12 hours</td>
</tr>
<tr>
<td>Option #B</td>
<td>Fast Track Option</td>
<td>maximum of 15 hours</td>
</tr>
<tr>
<td>Option #C</td>
<td>Graduate degree ONLY</td>
<td>maximum of 12 hours</td>
</tr>
<tr>
<td>Options A + B + C</td>
<td>Maximum of 15 hours combined total is allowed</td>
<td></td>
</tr>
</tbody>
</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</th>
<th>Approved, pending completion of 90 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes or no</td>
<td>Approved, pending completion of 90 hours</td>
</tr>
</tbody>
</table>

Signatures:

1. _______________________________________________ Date
   Student Signature
   □ Approved
   □ Approved, pending completion of 90 hours

2. _______________________________________________ Date
   Undergraduate Associate Dean

3. _______________________________________________ Date
   Graduate Program Head/Advisor
   □ Approved
   □ Approved, pending completion of 90 hours

4. _______________________________________________ Date
   Undergraduate Advisor
   □ Student registered for graduate courses

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Routing: Undergraduate Associate Dean - Graduate Program Head/Advisor - Undergraduate Advisor
CC: Student