

Graduate-Level Course Petition Instructions

Attach an unofficial transcript to this petition, secure appropriate signatures, and return it to the Graduate School for final action. This form is to be used by an undergraduate senior wishing to enroll in a 4000-level course for future graduate credit or a 5000-level course for either undergraduate credit or future graduate credit according to the following conditions: (1) the student must have grade point averages, both overall and in the major field of at least 3.00; (2) the student may enroll in no more than one graduate course in one semester; (3) the course load (combined undergraduate and graduate coursework) may not exceed 15 credit hours in one semester; (4) the student must have taken and successfully completed all prerequisites for the graduate course(s); (5) the student may include no more than six credit hours of graduate credit within the total credit hours for the undergraduate degree; (6) the student will assume the responsibilities of a graduate student in a graduate course. Students must petition for credit upon enrollment in the graduate program. Exceptions to rules 2 and 5 may be granted to students in joint undergraduate and graduate programs.

To be completed by the student:	DATE _____
Name _____	I.D.# _____
Mailing address _____	Phone# _____
Degree sought _____	Major(s) _____
Hours remaining on undergraduate degree _____	Anticipated graduation date _____
Desired course/number _____	Term _____
Course (to calculate / not to calculate) on undergraduate degree. A course taken for future graduate credit must not calculate on the undergraduate degree and must be petitioned for graduate credit after the person matriculates into the Graduate School.	
Reason for taking the course _____	

To be signed by those indicated:		
*Official GPA _____	Date _____	Total hours next semester _____
Comments: _____		

Approved	Denied	Course Instructor _____ Date _____
Approved	Denied	Dean of school/college _____ Date _____
Approved	Denied	Graduate School _____ Date _____
*To be provided by authorized person in department/school		

cc: White--Registrar
 Green--Graduate School
 Yellow--Undergraduate Degree Planner
 Pink--Director of Graduate Studies
 Goldenrod--Student

Revised August, 1998