



# Petition for ECS Undergraduate Student to Take Graduate Course(s)

Student: \_\_\_\_\_

Student ID #: \_\_\_\_\_

## Undergraduate Program: (Completed by Undergraduate Academic Advisor)

Major: \_\_\_\_\_ Degree: \_\_\_\_\_ School: \_\_\_\_\_

Total credit hours completed: \_\_\_\_\_ GPA overall: \_\_\_\_\_

Total hours completed in major: \_\_\_\_\_ GPA in major: \_\_\_\_\_

Total hours in progress: \_\_\_\_\_ Total hours in progress in major: \_\_\_\_\_

36 SCH Core Complete YES: \_\_\_\_\_ NO: \_\_\_\_\_ Semester: \_\_\_\_\_

Anticipated semester of undergraduate graduation: \_\_\_\_\_

Graduation Catalog: \_\_\_\_\_

## Graduate Program: (Completed by Graduate Program Head/Advisor)

Major: \_\_\_\_\_ Degree: \_\_\_\_\_ School: \_\_\_\_\_

Fast track program/degree program to which credits will be applied: \_\_\_\_\_

Anticipated semester of graduate matriculation: \_\_\_\_\_

### (Completed by Undergraduate Academic Advisor)

Total number of graduate credit hours completed and in progress for option **(total number cannot exceed 15 SCH)**

UG ONLY

Option A:

Fast Track

Option B:

Grad. ONLY

Option C:

Graduate courses to be taken in designated semester: Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_ 20 \_\_\_\_

Option #A	Undergraduate degree ONLY (maximum of 12 hours allowed)
Option #B	Fast Track Option (maximum of 15 hours allowed)
Option #C	Graduate degree ONLY (maximum of 12 hours allowed)

Filled out by Graduate Program Head/Faculty Advisor		Filled out by Graduate Program Head/Faculty Advisor		Filled out by Undergraduate Faculty Advisor	
Option # (see above)	Graduate Course Section# and 5-Digit Class Number	How Used on Graduate Degree Plan	Graduate Advisor signature	How Used on BS Degree Plan	Undergraduate Faculty Advisor signature

## Signatures:

Approved

Approved, pending completion of 90 hours

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Graduate Program Head/Advisor \_\_\_\_\_

Date \_\_\_\_\_

Undergraduate Advisor/Designee \_\_\_\_\_

Date \_\_\_\_\_

Routing: Student obtains form from Undergraduate Academic Advisor>Graduate Program Head/Advisor>Graduate Program Head/Advisor submits to Registrar (copying Undergraduate Advisor)



## Petition for Undergraduate Student to Take Graduate Course(s)

Information for undergraduate students regarding registering for graduate courses:

- This form must be completed each semester in which an undergraduate student requests to take graduate course(s).
- Students must have earned 90 semester credit 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. Criteria and list of courses approved are available from the graduate advisor.
- Undergraduates have three options for registering for graduate courses:

### **NO MORE THAN 15 CREDIT HOURS TOTAL FOR ANY COMBINATION OF OPTIONS:**

Option #A	<b>Undergraduate degree ONLY</b> (maximum of 12 hours allowed)
Option #B	<b>Fast-Track Option</b> (maximum of 15 hours allowed)
Option #C	<b>Graduate degree ONLY</b> (maximum of 12 hours allowed)

- Option A can be used by qualified undergraduate with permission of the undergraduate advisor and the graduate course instructor.
- Option B students must designate coursework after the admission into *Fast-Track* program. ***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 in a graduate course and can NOT be changed. To register for a course as option C, student must go to the Office of the Registrar in 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 compete 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.
- **An undergraduate student can take up to 15 graduate semester credit hours TOTAL.**