PERMISSION FOR UNDERGRADUATE STUDENTS TO TAKE GRADUATE COURSE

To be allowed to take graduate courses, an undergraduate student **MUST be a senior with a minimum cumulative GPA of 2.75**, and the student must receive permission from the Department Chairperson, Department Graduate Advisor, and the Deans for Undergraduate Affairs and Graduate Studies in the Grove School of Engineering.

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**Part I. (To be completed by the student)**

Email: ______________________________

NAME: __________________________________________ ID No.: __________________________

Last First

CURRENT GPA: __________ SEMESTER: __________________________

Graduate Course Name & Number: __________________________ (“C” grades are not transferable)

Purpose (check one):

☐ Undergraduate Elective Course (Type: __________________________)

☐ Undergraduate Course Substitution (Original course: ________________)

☐ Graduate Credit*

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**Part II. (To be completed by the respective officials)**

*Please PRINT your name in the indicated parenthesis and SIGN in space provided.*

Approved: ______________________________ Date: __________

Department Chairperson

Approved: ______________________________ Date: __________

Department Graduate Advisor

Approved: ______________________________ Date: __________

Associate Dean, Undergraduate Affairs (Mr. Rawlins Beharry)

Approved: ______________________________ Date: __________

Associate Dean, Graduate Studies  (Dr. Ardie Walser)

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*Note: Graduate courses used towards the graduate degree will be billed at the graduate tuition rate. The graduate school will accept only nine credits, maximum, of graduate courses taken while the student is an undergraduate.

cc:  Fred Matcovsky, Office of the Registrar

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The Grove School of Engineering * Office of Undergraduate Affairs (T 209) * 212-650-8020 (p) * 212-650-8090 (f)

Revised: June 6, 2013