To be allowed to take graduate courses, an undergraduate student **MUST be <u>a senior</u> with a minimum cumulative GPA of <u>2.75</u>**, and the student must receive the permissions below (See Part II). Prior to taking the course, it is the student's responsibility to consult with the general advisor for his or her undergraduate major to make sure that the course will count for the "undergraduate purpose" which he or she indicated on this form (See Part I).

~ Please note that an undergraduate student at The Grove School can take engineering/computer science graduate courses for graduate credit if the course WILL NOT be used towards his or her undergraduate degree *(additional charges may apply)**. Students who plan to take a graduate course for graduate credit should consult with Grove's Graduate School Office (ST 208) or the applicable department graduate advisor prior to completing this form and enrolling for the graduate course in order to get written confirmation that the course indicated can be applied towards the student's future graduate degree (including a timeline on the applicability of the course towards the student's future graduate degree requirements).

****

Part I. (To be completed by the student)

NAME: _____ _____   EMPL ID: _____
        Last Name   **First Name**

PHONE #: _____   EMAIL: _____

CURRENT GPA: _____   SEMESTER: _____

Graduate Course Name (& Number): _____

Purpose (check one): ○ **Undergraduate Elective Course (Type:** _____ **)**
○ **Undergraduate Course Substitution (Original Course:** _____ **)**
○ **Graduate Credit* (may be used towards applicable graduate degree at Grove)**
    *Please pay attention to tuition and fee charges.
    ~ Grades that are lower than a "B" are not transferrable.
    ~ No more than 6 credits of applicable graduate courses taken while being
       an undergraduate may be able to be applied towards a graduate degree.

****

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 General Advisor (**)**

Approved: _____   Date: _____
    Chair of department offering course (**)**

Approved: _____   Date: _____
    Assistant Dean, Undergraduate Affairs (Rawlins Beharry)

Approved: _____   Date: _____
    Associate Dean, Graduate Studies (Ardie Walser)