



**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.

**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\*

**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*)

**\*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