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 Director of ESE Program, 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)

NAME: ___________________________ _______ _______ _______ ID No.: __________________

Last Name First Name

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 Credits*

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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: ____________

Director of ESE Program ( Dr. F. Moshary )

Approved: ____________________________________________ Date: ____________

Department Chairperson ( )

Approved: ____________________________________________ Date: ____________

Department Graduate Advisor ( )

Approved: ____________________________________________ Date: ____________

Associate Dean, Undergraduate Affairs (Dr. L. Mars)

Approved: ____________________________________________ Date: ____________

Associate Dean, Graduate Studies (Dr. A. 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

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

Revised: November 24, 2009