

**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)