

# Application for Undergraduate Students to take Graduate Courses



The University of Akron  
**School of  
Graduate Studies**

The maximum of 12 credits elected by an undergraduate can be applied toward a graduate degree. Graduate tuition and fees and will be assessed for all graduate coursework taken by an undergraduate.

Completed form must be submitted to the School of Graduate Studies with instructor's initials and signature of Advisor or Department Head. The School of Graduate Studies will approve an undergraduate to take only that graduate course specified on this form in the identified term. An undergraduate seeking to take graduate courses for more than one term is required to submit an Application for Undergraduate Students to Take Graduate Courses form for each term in which enrollment is requested.

## I. To be completed by Student

I request permission to register for graduate course number \_\_\_\_\_:\_\_\_\_\_ (\_\_\_\_ credit hours) during the \_\_\_\_\_ semester, year \_\_\_\_\_. I am an undergraduate student in the Department of \_\_\_\_\_.

I understand that approval does **not** guarantee admission to the School of Graduate Studies at a later date.

Student ID: \_\_\_\_\_ Student Email Address: \_\_\_\_\_

Graduate coursework should **NOT** apply toward my baccalaureate requirements  
**-OR-**  
Graduate coursework should apply toward my baccalaureate requirements. I understand that this coursework **MAY NOT** be used toward a graduate degree.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
Last Name First M.I.

Permanent residence location (if you lived in Ohio less than one year call 330-972-7836)

\_\_\_\_\_  
Mailing Address

In State Date Ohio Residence Established \_\_\_\_/\_\_\_\_/\_\_\_\_

Out of State

\_\_\_\_\_  
City State Zipcode

## II. To be completed by Academic Department

The above named student meets the following requirements; therefore it is recommended the student's request be approved.

1. Student has Senior Standing
2. Student has 2.50 overall grade point average and a 3.00 in major field
3. Student has instructor's approval. \_\_\_\_\_ (initial)

Date \_\_\_\_\_

\_\_\_\_\_  
Student's Advisor or Department Head

## III. To be completed by School of Graduate Studies

Date \_\_\_\_\_

Approved

Denied

Reason for Denial:

\_\_\_\_\_  
School of Graduate Studies

**REGISTRAR PLEASE NOTE ON STUDENT'S ACADEMIC RECORD:** This course is to be used to meet baccalaureate degree requirements only and may not be used toward a graduate degree in the future.