

## Undergraduate Request Form To Enroll in Graduate Level Courses (Courses 600-700)

### CRITERIA

Student must be an undergraduate senior, having completed a minimum of 90 units.  
Student must have an overall GPA of 3.0 or better in her/his last 60 units.

### STUDENT INSTRUCTIONS

1. Complete the requested information below.
2. Obtain a copy of your current transcript from the web portal and attach it to this form.
3. Obtain the signature of the instructor along with the schedule number and add code.
4. Bring completed form to the Division of Graduate Affairs for approval and signature.
5. The completed and approved form will be forwarded to the Registrar’s Office.

---

**(TYPE OR PRINT CLEARLY)**

	<b>Semester/Year</b>	
Date _____	Spring _____	Summer _____ Fall _____
RED ID _____		
Last Name _____	First _____	MI _____
Dept/Course # _____	Schedule # _____	Add Code# _____

---

### GRADUATE INSTRUCTOR

By your signature below you indicate you have verified the student is eligible for your class based on the criteria listed above and you approve his/her taking this class. **Current GPA** \_\_\_\_\_

---

Print Instructor’s Name _____	Instructor’s Signature _____	Date _____
-------------------------------	------------------------------	------------

---

### DIVISION OF GRADUATE AFFAIRS

Approved      Denied

Comments \_\_\_\_\_

---

---

Graduate Dean/Designee Signature _____	Date _____
--	------------