

THE GRADUATE SCHOOL MONTCLAIR STATE UNIVERSITY
**PERMISSION FOR A MSU UNDERGRADUATE
TO ENROLL IN GRADUATE COURSES**

This form must be completed and permission must be obtained from the course instructor, chairperson of the department in which the course is offered, and The Graduate School prior to registration.

Name: _____ Student CWID: _____

Semester course will be taken: _____ Fall _____ Spring _____ Summer _____ Year: _____

Anticipated Graduation Date: _____ Major: _____

I am requesting the Graduate course(s) be used for: _____ Undergraduate Credit* _____ Graduate Credit

*The Department must submit a credit adjustment to The Office of the Registrar indicating which undergraduate requirement is being replaced.

GRADUATE COURSE(S) REQUESTED TO BE TAKEN:

Course Title: _____ Course title: _____

Full Course Number: _____ Full Course Number: _____

Reason for this request: _____

Student Signature: _____ Date: _____ *_ PAGE 2 MUST ALSO BE SIGNED*

REGISTRAR VERIFICATION Student must obtain this verification and then bring form to academic dept.

The Office of the Registrar verifies that on (Date) _____ this student has earned _____ credits and has a GPA of _____.

This meets or exceeds the requirements of 105 semester hours (completed and current) and a GPA of 3.0. _____

Office of Registrar Signature

DEPARTMENT RECOMMENDATION

Your signature below indicates that you have reviewed the student's GPA, credits earned and reason for the request and recommend this student registering for the class(es) listed above.

Course Instructor: _____ Date: _____

_____ Date: _____

Department Chairperson: _____

THE GRADUATE SCHOOL APPROVAL/DENIAL

_____ Approve (forward to Registrar's Office, student, department, file) _____ Denial (return to student, copy department, file)

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Undergraduate Students Enrolling in Graduate Courses

Undergraduate students may be allowed to enroll in certain 500-level courses for a maximum of 6 credits. These credits may be used toward undergraduate or graduate programs. The following conditions apply:

- 1) A student must have an undergraduate GPA of at least 3.0, have completed 105 semester hours of coursework as verified by the Office of Registrar, and have completed any prerequisites, prior to the start of the semester in which the graduate course will be taken. The GPA and credit requirements *do apply* to “swing” credits taken by students in a combined bachelor’s / master’s program (“4+1”) for graduate courses which are approved in their program of study, but this form is not required. Students in 4+1 programs who want to take additional grad courses, must complete the form to petition for an exception. Such exceptions will be rare.
- 2) Undergraduate students must complete the request form, obtain Registrar verification and recommendation of the academic department & instructor and submit it to The Graduate School. If The Graduate School approves, it will inform the Registrar’s Office whether the graduate course is being used for undergraduate or graduate credit; and appropriate charges will be made to the student’s account.
- 3) **Then the Department can submit the permit for the undergraduate student to register for the graduate course through NEST. Departments cannot submit a permit for registration prior to receiving The Graduate School’s approval. Approval will not be given retroactively.**
- 4) Courses taken by undergraduates for graduate credit are not eligible for financial aid, and will not be used in aid calculation. The student must agree to be charged graduate tuition rate for any course(s) taken for graduate credits.
- 5) Courses taken for undergraduate credit will remain on the undergraduate record and will not be moved to the graduate record retroactively.

Please note the following:

This form is a request for approval; all steps must be completed; it is the student’s responsibility to track whether he/she has been granted approval for graduate credit.

Approval to enroll in graduate courses does not guarantee future acceptance into a graduate program.

MSU is not legally permitted to retroactively change the course status (graduate/undergraduate) for a previous semester in which undergraduate financial aid was received.

Student Signature affirms understanding of terms above

Student Signature _____

Date _____