

USE OF UNDERGRADUATE COURSES IN GRADUATE PROGRAMS

(SEE REVERSE FOR IMPORTANT INFORMATION AND INSTRUCTIONS)

Name _____ Student Number _____
Daytime Phone _____ E-mail Address _____
Signature _____ Date _____

Reference # _____ Course Prefix/Number _____ Credit Hours _____
Fall Spring Summer
Circle Semester Year: _____

GRADUATE COURSE SUBSTITUTION - Course Type G

This portion of the form must be completed and submitted AT THE TIME OF REGISTRATION. The signatures required below and description of additional work required give permission to register for the undergraduate course (3000-4999) listed above as a graduate course substitution.

DESCRIPTION OF ADDITIONAL COURSEWORK FOR GRADUATE CREDIT: Annotation of an undergraduate course for graduate credit may not be done without completion of additional coursework. The instructor will specify below the additional work to be completed for graduate credit.

Instructor's Approval: _____ Date _____
Advisor's Approval: _____ Date _____
Chairperson's Approval: _____ Date _____

PERMISSION TO INCLUDE UNDERGRADUATE CREDIT IN A GRADUATE PROGRAM - Course Type M

This section of the form must be completed and submitted, with the appropriate signatures, to the Registrar if the undergraduate course (3000-4999) listed above is to be included in the student's Graduate program, but will NOT be annotated as an undergraduate course substitution for graduate credit.

Advisors Approval: _____ Date _____
Dean's Approval: _____ Date _____

Registrar's Office Use Only:
Processed by: _____
Initials/Date

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In order to receive credit for an undergraduate course in a graduate program, students are required to have written permission from their department and/or college. This form must be used to obtain this permission. If a course is offered at both the undergraduate and graduate levels, students may not use either type of graduate course substitution.

GRADUATE COURSE SUBSTITUTION – Course Type G

If the undergraduate course is being used as a graduate course substitution, the GRADUATE COURSE SUBSTITUTION – Course Type G portion of the form on the reverse side must be used. This portion of the form requires the instructor's signature along with the instructor's written description of additional course work required. Additionally, it requires the signatures of the student's academic advisor and the chair of the department offering the graduate degree. The student is required to complete additional course work to earn this type of credit. The form must be completed and forwarded to the Office of the Registrar at the time of registration for the course since the instructor must specify the additional course work.

PERMISSION TO INCLUDE UNDERGRADUATE CREDIT IN A GRADUATE PROGRAM – Course Type M

If the undergraduate course is to be included in the graduate program, but not as a graduate course substitution, the PERMISSION TO INCLUDE UNDERGRADUATE CREDIT IN A GRADUATE PROGRAM – Course Type M section of the form on the reverse side must be used. This portion of the form requires the signature of the student's faculty advisor and the dean of the college. The form must be completed prior to the student's graduation.

LIMITATIONS ON USE OF UNDERGRADUATE COURSES, DIRECTED STUDY, AND DUAL-LISTED COURSES IN A GRADUATE PROGRAM

Effective with catalog year 1992, a graduate program may include nine semester hours (or three courses, whichever is greater in credit) of undergraduate level course work, directed study, and/or graduate level dual-listed courses. These nine semester hours may be chosen from the following two groups of courses:

- A. Six semester hours (or two courses, whichever is greater in credit) of upper-division undergraduate level (3000-4000) and dual-listed graduate level (concurrently offered at the undergraduate level) course work may be chosen from the following three types of courses:
 1. Upper-division undergraduate courses not annotated for graduate credit (included in graduate program without additional work for graduate credit);
 2. Upper-division undergraduate courses annotated for graduate credit (included in graduate program and student does additional work to receive graduate credit); and
 3. Graduate level courses dual-listed during the semester in which the course is attempted.
- B. Six semester hours (or two courses whichever is greater in credit) of graduate level directed study course work.