

The Graduate School
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Request by a Senior to take Courses for Graduate Credit

Directions:

Seniors who are within 6 semester hours of graduation, or are registering for the semester during which they complete their bachelor's degree requirements may register for a 500 course for graduate credit provided they also have a cumulative grade point average of 3.0 or greater. They must also have the approval of: 1) their undergraduate advisor, 2) the instructor of the course who determines if the course is appropriate for graduate credit, and 3) the graduate program director/coordinator or the department chairperson of the program/department offering the course(s). The senior may not take more than 9 semester hours of courses for graduate credit while registering as a senior. These hours will not be counted toward the baccalaureate degree. Please follow the steps indicated below.

1. Meet with your undergraduate academic advisor to determine if you qualify to take the course you have selected for graduate credit.
2. Obtain signatures from the undergraduate advisor, the instructor, and the graduate program coordinator/director or department chairperson of the program/department offering the course.
3. File a copy of the completed form with your undergraduate advisor and the Registrar.

Name _____ BU ID _____ Date _____
Family/Last Surname Given/First Middle/Other Maiden (Other)

Mailing Address _____

City _____ State _____ Zip _____ Country _____

Home Phone _____ Work Phone _____ E-Mail _____
(Include area code) (Include area code)

Semester intended to enroll for courses listed below _____
(Term) (Year)

To be completed by the student's undergraduate advisor:

The above named is within _____ semester hours of meeting the course requirements for the bachelor's degree and is approved to take, for graduate credit, the course(s) listed below.

The course(s) will not be counted toward the baccalaureata degree.

Cumulative GPA _____

Undergraduate advisor signature: _____ (Date) _____

To be completed by the student and instructors:

Course Number and Title	Hrs	Instructor Signature

To be signed by the program director/coordinator or department chairperson of the program/department offering the course(s).

_____ (Signature) _____ (Date)