



**The University of Akron**

Graduate School  
Leigh Hall, Room 515  
Akron, Ohio 44325-2101  
(330) 972-7663 Phone  
(330) 972-6475 Fax

**APPLICATION FOR UNDERGRADUATE STUDENTS TO TAKE GRADUATE COURSES**

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

Completed form must be submitted to the Graduate School with instructor's initials and signature of Advisor or Department Head. The Graduate School 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 Graduate School at a later date.

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

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

**NOTE: Check only one option**

_____ (Student Signature)	_____ Last Name	_____ First	_____ M.I.
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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
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**II. To be completed by Academic Department**

The above named student meets the following requirements; therefore, it is recommended that his/her request be approved.

1. Student has Senior Standing
2. Student has 2.75 overall grade point average and a 3.0 in major field
3. Student has instructor's approval. \_\_\_\_\_ (initial)

Date _____	_____ Student's Advisor or Department Head
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**III. To be completed by Graduate School**

Date \_\_\_\_\_

- Approved
- Denied

Reason for Denial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Graduate School

**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.