UNDERGRADUATE REGISTRATION
IN A GRADUATE COURSE

The policy regarding registration by an undergraduate in a graduate course requires:
1. The students **must** have a minimum cumulative grade-point average of 3.0;
2. The student **must** have at least 12 units of upper-division credit with a grade of B or better in the subject of the graduate course;
3. Graduate courses completed by undergraduate students will not apply toward graduate degrees, unless taken while enrolled in a combined BS/MS program.

To register in a graduate course, take this form with an unofficial copy of your transcript to the instructor for initial approval, and obtain signatures as required. Your signed petition must be returned to the Office of the Registrar by the registration deadlines list on the Office of the Registrar website.

Note for BS/MS Program Students in the College of Engineering:
Students admitted to the BS/MS Program in Engineering may use this form to register in approved graduate-level engineering courses. **To register, obtain the Instructor's signature only.** This form may be presented at any time during your regularly scheduled registration pass times.

Name _____   Perm _____

Phone_____   Degree Program _____

E-mail_____   Major/ Department _____

ACTION REQUESTED FOR: ❑ **Fall** _____   ❑ **Winter** _____   ❑ **Spring** _____   ❑ **Summer** _____
_{Year} (Year, Year, Year, Year)

College: ❑ **Letter & Science**   ❑ **Creative Studies**   ❑ **Engineering**

Are you an EAP student? ❑ **Yes** ❑ **No**   **Are you in a 5-year BS/MS program?** ❑ **Yes** ❑ **No**

Class:_____   _____   _____   _____   _____   _____   _____

Subject	Course #	Enrollment Code	Grade Option	Units	Instr. #	Instructor name

_____   _____
Student Signature   **Date**

ADDITIONAL APPROVALS REQUIRED:

Instructor's Approval:
I have seen the student's transcripts and verify that the student meets the above stated qualifications. ❑ **Yes**   ❑ **No**
If an exception is required, please explain why you support it.
_____
_____

Instructor's Signature _____   Date:_____

Chair of Dept Offering Course_____   Date: _____
 (Not Required for BS/MS students in the College of Engineering)

Dean/ Assoc. Dean of College _____   Date: _____
 (Creative Studies students only)

Office of the Registrar Use Only

Processed by _____   Date _____