

REQUEST TO TAKE AN UNDERGRADUATE COURSE

This form should be used by Raymond A. Mason School of Business Graduate Students who wish to take an undergraduate course at the College.

Graduate students may take up to four credit hours of courses normally offered for undergraduate credit (i.e. language, music, etc.) with approval from the Program Director. The student will not receive graduate credit for the course. Undergraduate courses do not count towards the graduate degree. Part-time graduate students will be billed at the graduate student tuition rate for undergraduate courses taken.

INSTRUCTIONS:

1. Complete Section A of the form.
2. Obtain the instructor's signature.
3. Return form to your Program Office.

SECTION A: (Completed by the Student)

Student Name: _____ Student ID: _____

Program (i.e. Flex, FT, MAcc, etc.): _____ Effective Semester/Year: _____

Anticipated Graduation Semester/Year: _____

List the course (outside of the program) that you wish to take:

Course Name	Course Number & Section	CRN	Credit Hours	Days/Time

By signing below, you assume full responsibility for dropping the course if you decide you no longer wish to take it. You also acknowledge that you have read and agree to the College policy outlined above and stated in the Graduate Catalog. If you have a hold or other registration restriction, you understand that it must be taken care of PRIOR to this form being processed.

Student Signature: _____ Date: _____

SECTION B: Program Approval - Please sign below if you approve the request that this student be enrolled in the course listed and granted credit towards the graduate degree.

Faculty Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

FOR OFFICE USE ONLY	Processed Date: _____	Initials: _____
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