

**Permission to Take GR Course As an UG**

Graduate Studies, 6<sup>th</sup> Floor Maytum

Phone: 716-673-4971 Fax: 716-673-3249 Email: [gradstudies@fredonia.edu](mailto:gradstudies@fredonia.edu)

This form should be used when an undergraduate student is requesting to take graduate courses

Please complete this form and return to Graduate Studies

**COMPLETE ALL REQUESTED INFORMATION AND OBTAIN ALL REQUIRED SIGNATURES**

Legal Name: \_\_\_\_\_ Fredonia ID \_\_\_\_\_

On Campus Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
Street City State Zip

Cumulative GPA (minimum of 3.0 required to request) \_\_\_\_\_

Graduate Program \_\_\_\_\_

Hours completed at end of current semester (minimum of 90 credits to request) \_\_\_\_\_

**I REQUEST PERMISSION TO TAKE THE FOLLOWING GRADUATE COURSES FOR UNDERGRADUATE CREDIT:**

Course Number \_\_\_\_\_ Course Title/Credit Hrs \_\_\_\_\_ Semester \_\_\_\_\_

Course Number \_\_\_\_\_ Course Title/Credit Hrs \_\_\_\_\_ Semester \_\_\_\_\_

REQUEST  **Course attendance for UG credit** or  **Course attendance for LATER graduate credit**

**Department Chair/Program Director reason for request:**

Notes:

1. Approval is for UG credit only; GR credit can be assigned only after UG degree requirements have been completed and the above courses are verified to be in excess of those requirements
2. Students should be awarded that a minimum of one semester of graduate coursework in a graduate degree must take place at Fredonia before credit will be applied to the graduate transcript, and the student must formally request assignment of graduate credit within 5 years of enrollment in the course(s)
3. At the time that the credit is applied toward a graduate program, the student will be required to pay the difference between UG and GR credit. The amount assessed will be based upon graduate tuition rates in place at the time the course is completed.

**REQUIRED SIGNATURES by the following offices:**

<i>Office Name &amp; Location</i>	<i>Signature</i>	<i>Date</i>
<b>Student's Signature</b>		
<b>Chairperson/Program Director Signature</b>		
<b>Associate Provost for Grad Studies, 803 Maytum</b>		