

**AUTHORIZATION FOR AN UNDERGRADUATE STUDENT
TO TAKE A GRADUATE COURSE
SUNY Plattsburgh**

POLICY: In order to take a graduate course, for undergraduate or graduate credit, an undergraduate student:

- a) Must have at least one hundred five (105) completed credits
- b) Must have a cumulative GPA of at least 3.0 (and a major GPA of at least 3.0 if the graduate course to be taken is in the student's major)
- c) Cannot register for more than six (6) graduate credits per semester
- d) Cannot register for more than sixteen (16) credit hours of undergraduate and graduate courses combined during that semester
- e) Cannot accumulate more than six (6) graduate credits
- f) Must specify in advance whether the course will be applied to the undergraduate degree program or will count as non-matriculated graduate credit; and
- g) Must receive the approval of the instructor and the chair of the department offering the course, and of his/her advisor, department chairperson, and academic dean.
- h) Students receiving financial aid must be enrolled in a minimum of twelve (12) credits applicable toward their undergraduate degree in order to be eligible for financial aid.

Complete this form, attach a copy of your CAPP report, and obtain required signatures. Students receiving financial aid should discuss the decision to add a graduate course for graduate credit with the Financial Aid Office.

Student's Name – Print last name, first name

Student's ID

Local Address

Phone No.

Major

Email

GPA

Major GPA

When do you plan to graduate? ___Jan ___May ___August ___December Year_____

I request to take _____

during _____ Semester/Year. Check One: **apply to undergraduate program**
 count as non-matriculated graduate credit

Reason for request: _____

Student's Signature: _____ Date: _____

REQUIRED SIGNATURES:

- | | | |
|--|---|--|
| <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> | <p>Instructor: _____</p> <p>Department Chair: _____ (of department offering course)</p> <p>Academic Advisor: _____</p> <p>Department Chair: _____ (of student's major)</p> <p>Academic Dean: _____ (of student's major)</p> | <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> <p>Date: _____</p> |
|--|---|--|