CHRISTOPHER NEWPORT UNIVERSITY

UNDERGRADUATE REQUEST TO TAKE GRADUATE-LEVEL COURSE

CNU students in Undergraduate Senior status seeking to enroll in a graduate course must have a grade point average of 3.0 or higher and will be limited to one graduate course (with any associated laboratory) per semester and to an overall total of two graduate courses (with any associated laboratories). The total for these two classes cannot exceed 8 credits. In order to enroll in a second graduate course, the student must earn a grade of B- or better in the first graduate course. Graduate level courses (numbered 500 and above) cannot be taken on a pass/fail basis. If the graduate course is to be used as a substitute course in the major, the student must have the course substitution approved by the appropriate department chair and must attach the Authorization for Course Substitution to this form. Students who are not in senior status **MAY NOT** take graduate-level courses.

Procedure:

1. Complete the information on this form.
2. Take this form and your advisor's copy transcript (available from the Registrar or online) to the professor of the course that you wish to take for his/her signature.
3. Bring the form and your transcript to the Office of Graduate Studies or to the Associate Provost for Research and Graduate Studies for final approval.
4. Attach the original copy of this form to your Registration Form or drop/add form and submit to the Office of the Registrar via hand-delivery, post, fax, or as an attachment from your CNU email account. Please note: if submitting via an attachment you MUST indicate "sent via attachment from CNU email account" in the signature block. Your request cannot be processed without this form. Take a photocopy of this form to your advisor.

Teachers in NON-Degree Undergraduate status seeking to enroll in a graduate course must present a transcript verifying their baccalaureate degree was completed with a cumulative grade point average of 3.0 or higher. A copy of the transcript is acceptable. Please note, you will not receive a grade or quality points for graduate-level courses on the undergraduate transcript.

Student _____ **Semester/Year** _____

CNU Student ID # _____ **Phone Number** _____

Email _____ ***Attach CNU Live Transcript

Undergraduate Course Load (to be completed by CNU Students with Undergraduate Senior Status)

Course Number	**Course Title**	**Credit Hours**

Graduate Course for which you are seeking approval:

_____**Course #, Title, Credits**

Approval to take Graduate Course granted **Approval to take Graduate Course granted**

_____ _____

Professor of Course **Date** **Office of Graduate Studies** **Date**

_____ **Grade Point Average** _____ **Number of Undergraduate Hours Completed**

_____ **Number of Graduate Hours Previously Attempted**

cc: Associate Provost for Research and Graduate Studies

Academic policies appear in the graduate and undergraduate catalogs and must be followed.

1/2012