

## REQUEST TO REGISTER GRADUATE COURSES

This part is to be completed by the undergraduate student requesting to register for graduate courses. Approval of the course(s) instructor(s) is required. The academic advisor must verify all information before signing the form.

Student's Name		ID Number	
College		Major	
Academic Advisor		Term/Year	
Academic Status	Clear	Probation	Critical Academic Standing
Cumulative Average		Undergraduate Registered Credits	
Signature			Date

Graduate Courses to Add						
	CRN	Course No.	Title	Sec	Crs.	Instructor's Name and signature
1						
2						
3						
4						

Recommendation of the Academic Advisor	Approve	Not Approved
Justification		
Signature		Date

Recommendation of the Department Chairperson	Approve	Not Approved
Justification		
Signature		Date

Recommendation of the Dean	Approve	Not Approved
Justification		
Signature		Date

Recommendation of the VP for Academic Affairs	Approve	Not Approved
Signature		Date

**Related rules:**

An undergraduate student may register for a maximum of 6 credits in any of the last two semesters of undergraduate studies provided that the semester load does not exceed 15 credits and the student's CGPA is 80 if the courses are destined to count for graduate credits or 75 if the course is taken to complete undergraduate degree requirements. Graduate tuition rate shall be applied to the graduate credits.

cc: Registrar's Office