



**Student Instructions:**

1. Fill out the Student Section below.
2. Read the Contract and fill in all of the information about each graduate class you want to take.
3. Obtain both the Undergraduate and Graduate Department Chair signatures.
4. Return this form with all appropriate signatures to the Office of the Registrar.

**Student Section**

Name \_\_\_\_\_ APU Box # \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

APU ID# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Phone \_\_\_\_\_ Email address \_\_\_\_\_

Cumulative GPA \_\_\_\_\_ Total units completed \_\_\_\_\_ Previous graduate units completed \_\_\_\_\_

**Contract**

I understand that:

- I must be a Senior with a cumulative GPA of 3.0 or higher.
- The department chair of my major must approve this course.
- The graduate course will not count toward my APU graduate degree, unless the grade received is 3.0 or higher.
- No more than 8 units earned as an undergraduate student will be counted toward an APU graduate degree (some departments will allow fewer units to be counted).
- If I plan on applying to an APU graduate program I should obtain information from the appropriate department before taking graduate course.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Call #	Term*	Course ID	Course Title	Units	Days	Time	Instructor	UG class to replace	Office Use Only

\*Term options: Fall; Fall I; Fall II; Spring; Spring I; Spring II; Summer; Summer I; Summer II

**Undergraduate Department Chair Signature:**

Approved  Denied Signature \_\_\_\_\_ Date \_\_\_\_\_

**Graduate Department Chair Signature:**

Approved  Denied Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only**

Date received: \_\_\_\_\_

Log \_\_\_\_\_ by \_\_\_\_\_  
RIM \_\_\_\_\_ by \_\_\_\_\_

# Undergraduate Senior to Take a Graduate Level Course Petition

## Office of the Undergraduate Registrar

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The following steps need to be met in order to take graduate courses as an Undergraduate:

### Fill out all required student information

NOTE: Make sure you understand that in order for these classes to count toward a master's degree at Azusa Pacific University, you must,

- have a grade point average of 3.0 or higher in all upper-division work.
- understand that no more than 8 units earned as an undergraduate may be counted toward the graduate degree.

### Required Signatures

- Undergraduate and Graduate Department Chairs (each student must individually walk the petition to the department for all signatures required)

*It is the responsibility of the student to fill out all information completely, get signatures, and make sure the Registrar's office receives the form. Any missing information or signatures may cause a delay in the processing of this form.*

### After form is received:

- Once turned in to the Undergraduate Registrar Office it will be entered into the computer and then the pink copy will be sent to the address you provide.

### NOTE:

- Graduate courses taken by an undergraduate student may not apply toward an APU graduate degree unless the grade received in the graduate course is a 3.0 or higher and the student is accepted into the appropriate graduate program. No more than eight graduate units earned as an undergraduate student may be counted toward an APU graduate degree. Some departments may allow fewer units to be counted. A student who will be applying to an APU graduate program should obtain information from the appropriate department before taking graduate courses.
- If your status as a full-time student is dependent upon these requested graduate courses, please inform Student Financial Services.

**In signing this form, you must understand that in taking graduate-level courses your degree will not post on time. It is your responsibility to make sure your graduate faculty turn in your grades so your degree may be posted in a timely manner after completion of course(s).**