

Graduate/Professional Courses taken by UG Students



Student Section

Name: _____ APU ID#: _____
 Major: _____ Phone: _____ Email: _____
 Cumulative GPA: _____ Total Units Completed: _____ Previous Grad. Units: _____

Student Agreement (You are agreeing to this section):

An undergraduate student may enroll in a graduate course only if the request is submitted with this form provided by the Student Services Center and all of the following conditions are met:

- The student is a senior with a cumulative GPA of 3.0 or higher.
- The department chair of the student's major approves.
- The graduate department chair or graduate program director approves.
- No more than 9 units earned as an undergraduate may be counted towards an APU Graduate degree (Restrictions may apply; see Graduate department for details).
- Courses may only apply towards an APU graduate degree if the grade received in the graduate course is 3.0 or higher and if the student is accepted into the appropriate graduate program following the APU graduate procedures.
- There is space available in the course and the student has met all of the pre-requisites.
- A student applying to an APU graduate program should obtain information from the department before taking graduate courses.
- The student is aware that graduate courses are not eligible for Title IV Financial Aid unless otherwise approved. The student needs to be enrolled in at least 12 Title IV Financial Aid eligible units to receive 100% of their Title IV Financial Aid, and must be aware of the implications if they are not.

Student Signature: _____ Date: _____

Requested Course(s)

	Term/Session (Fall 2014/Tr9Wk Ses1)	Class # (12345)	Course (TESL 545)	Section (A1)	Course Title	Units
Grad./Prof. Course Requested:						
To Satisfy UG Course:						
Grad./Prof. Course Requested:						
To Satisfy UG Course:						
Grad./Prof. Course Requested:						
To Satisfy UG Course:						
Grad./Prof. Course Requested:						
To Satisfy UG Course:						

Signatures Section

(Obtained by Student)

UG Department Chair: _____ Major: _____ Date: _____

UG Dean: _____ Major: _____ Date: _____

Grad./Prof. Department Chair or
 Grad./Prof. Program Director: _____ Major: _____ Date: _____

Grad./Prof. Dean: _____ Major: _____ Date: _____

- Approved
- Denied
- Approved
- Denied
- Approved
- Denied
- Approved
- Denied

SSC Section (Office Use Only)

Processed by: _____ Date: _____ Logged by: _____ Date: _____