



UNDERGRADUATE PERMISSION TO ENROLL
 IN A GRADUATE LEVEL COURSE
 STUDENT ADMINISTRATIVE SERVICES
 PO Box 5575
 POTSDAM, NY 13699-5575
 P. 315-268-6451 · F. 315-268-6452

Student Name _____

Student Number _____

Primary Major _____

Class Year _____

Approval is requested for the above named student to enroll in _____
(Course to be approved; eg EC 667 - International Economics)

for the _____ and his/her present cumulative average is _____
(Semester, Year)

A superior upper division undergraduate student may enroll in graduate courses with the approval of his or her advisor and the course instructor. To enroll in a 500-level course, the student's cumulative quality point average must be **3.0 or higher**; to enroll in a 600-level course, the student's cumulative quality point average must be **3.5 or higher**.

When such courses are completed beyond the normal credit-hour requirements for the bachelor's degree, credit for such graduate-level courses may be applied to a graduate degree and omitted from the undergraduate cumulative quality point average, with the written permission of the student's department chair, program director or designee and the Dean of his or her School. School of Business graduate courses are open on a limited basis to students pursuing an undergraduate business degree with approval of the Dean of the School of Business.

In order to receive financial aid, undergraduate students must be enrolled in at least 12 credits. If a student elects to take graduate level courses while enrolled in an undergraduate program, 12 credit hours of the student's course load must be used to fulfill their undergraduate degree requirements. If students have questions whether or not a graduate level course affects their financial aid, they should contact their SAS Representative.

Student Signature

Date

Approval: _____
Advisor Signature

Date: _____

Approval: _____
Course Instructor Signature

Date: _____

Approval: _____
Dean of the School of Business (for Graduate School of Business courses only)

Date: _____