

Permission for Undergraduate Student to take a Graduate Course

Matriculated seniors who stand academically in the upper quarter of their class may, with the appropriate approvals, enroll in one graduate course in each semester during their senior year. Tuition is charged at the regular undergraduate rate. This course will be recognized at the undergraduate level. If the student subsequently enrolls in a graduate program at Kean University, the course may be applied toward graduate program requirements, where applicable; however, it will not count toward graduate credit or GPA.

Procedures:

Seniors who wish to take a graduate course to be applied for credit towards a baccalaureate degree must obtain the approval of their respective academic advisor, the course instructor, the college dean where the course is offered, and the college dean where their academic program is housed. Upon approval, this form should be submitted by the program college dean, along with an approved Substitution Form, to the Office of the Registrar for registration.

If the graduate course is to be applied towards a future graduate degree, approvals from the academic advisor, the course instructor, the college dean where the course is offered, and the college dean where their academic program is housed are required. Upon approval, this form should be submitted by the program college dean to the Office of the Registrar for registration. Please note: approval of a graduate course to be applied towards a future graduate degree does not imply acceptance into a graduate program at Kean University.

Student's Last Name:	Student's First Name:	Current Program:
Student's Telephone #:	Student's KU/WKU Email Address:	Student's ID #:
Have you submitted an application for graduation? Yes No	If yes, for which term did you apply?	
Student's Signature		Date

Graduate Course(s) to be taken					
Semester	Subject	Course #	Section #	Course Title	# of credits

Please check one:

This course will be credited towards a baccalaureate degree. See above for approvals needed.

Note: Credits earned will count toward the completion of a baccalaureate degree.

This course will NOT be credited towards a baccalaureate degree and MAY be considered for inclusion in a future graduate program at Kean University. See above for approvals needed.

Note: Credits earned will be considered extra credits at the undergraduate level. The course will not count toward graduate credit or GPA.

This course will NOT be credited towards a baccalaureate degree but is taken in preparation for non-Kean graduate programs. See above for approvals needed.

Note: Credits earned will be considered extra credits at the undergraduate level. The course will not count toward graduate credit or GPA.

Academic Advisor's Name:	Academic Advisor's Signature:	Date:
Instructor's Name	Instructor's Signature:	Date:
Course College Dean's Name	Course College Dean's Signature	Date:
Program College Dean's Name	Program College Dean's Signature	Date:

Note for reviewers: please review student's checked option. Please keep a copy of this form for graduation auditing purpose.