



PERMISSION FOR UNDERGRADUATE STUDENT TO TAKE GRADUATE-LEVEL COURSE

STUDENT NAME _____ DATE _____
Last First

STUDENT ID NO. _____ TERM _____ CUM. GPA* _____
**Advisor must initial GPA*

MAJOR _____ GRADUATING TERM (*projected*) _____

FLORIDA TECH EMAIL _____

IMPORTANT

- Once a course is approved for use in a degree program and is recorded on the transcript, no reversal is permitted.
- Undergraduates accepted into an accelerated or fast track program may apply up to six 5000-level (graduate) credit hours to both the bachelor's and master's degrees.

PROCEDURES

- Complete form.
- If cumulative GPA is 3.0 or higher, obtain signatures from course instructor and your advisor.
- If cumulative GPA is between 2.75 and 3.0, obtain signatures from course instructor, advisor, academic unit head/program chair offering the course and your major department head.
- Any request with a cumulative GPA of less than 2.75 will not be approved.
- Signed and approved form goes to the Registration Center for processing.

COURSE INFORMATION

CRN	PREFIX	COURSE NO.	SEC	COURSE TITLE
_____	_____	_____	_____	_____

SIGNATURES

Instructor _____ Date _____

Academic Advisor* _____ Date _____

Academic Unit Head/Program Chair (*offering course*) _____ Date _____

Academic Unit Head/Program Chair (*major department*) _____ Date _____

OFFICE USE ONLY

Staff Initials _____ Date _____ Processed By _____ Date _____