

Undergraduate Student Permission to Take Graduate Courses

This form must be on file in the University Registrar's Office by the end of the First week of classes of the term you are registering for the course

College of Graduate Studies

Regulations

An undergraduate student who is pursuing a baccalaureate degree at Cleveland State University may be granted permission to take one or more (maximum of nine credit hours) graduate courses, at the 500 level only, if all of the following conditions are met:

1. The student must be within 30 hours of graduation;
2. The student must have an overall **grade-point** average of 2.75 or better through the preceding semester;
3. The student must have a 3.00 or better **grade-point** average in the major field; and
4. The student must obtain permission from his or her advisor, the instructor of the course, and the department chair.

An undergraduate student who is deficient in any of the above four conditions may not take a graduate course without the approval of the dean of the college in which the course is offered and the Graduate Dean.

Credit for these courses—up to a maximum of nine credits for courses where the grade received is B or above—may be applied at a later point to a graduate degree program provided that the credit was not used to satisfy baccalaureate degree requirements. Internal transfer of credit is subject to transfer credit regulations and procedures.

Post-baccalaureate students who are enrolled at the undergraduate level but are not pursuing a second bachelor's degree may not register for graduate-level classes. Post-baccalaureate students who are pursuing a second bachelor's degree at Cleveland State University may register for 500-level courses as long as the above four noted conditions are met.

_____ (Semester - Year)

Name _____ CSU ID No. _____ Date _____
Please Print (first name) (last name)

To Be Completed by Appropriate Personnel

Advisor _____ - _____
Please Print Date Signature

Degree/Major Area _____ Total credits earned to date: _____ GPA _____

Dept./Course No.	Course Title	Instructor Permission	Chairperson Permission
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Required if Student is Deficient in any of the four regulations noted above:

Approved:

_____ Date

_____ Date