



GRADUATE SCHOOL

## Request for a UNO Undergraduate Student to Enroll in a Graduate Course Rules & Regulations

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Date: \_\_\_\_\_

### Eligibility

A UNO undergraduate who is within twelve hours of completing a baccalaureate degree at UNO may be approved to take up to nine hours total of graduate courses with permission of the department. Students must have a 3.2 cumulative GPA to qualify. Post-baccalaureate students and students on Letters of Good Standing from other institutions are not eligible.

### Policy

Students enrolling under this policy must meet undergraduate and graduate academic performance requirements for the respective courses. For graduate courses the grade of A indicates superior performance and the grade of B indicates satisfactory performance. Grades of C or below are considered less than satisfactory. A cumulative grade-point average of 3.0 is considered by the Graduate School to be a minimum standard of academic performance.

Graduate credit hours earned may not be used towards completion of your bachelor's degree.

### Enrollment

After the attached form has been signed and delivered to the Graduate School, the graduate courses will be entered into the student's record separately from the undergraduate courses. Tuition will be assessed at the undergraduate rate for all courses.

***For financial aid purposes only the undergraduate courses will be counted towards the minimum enrollment requirements. Aid will not be awarded for the graduate courses.***

### Due Date

In order for your courses to be added to your schedule correctly you must submit the completed form with requisite signatures to the Graduate School prior to the last day to add a course for the semester in question. Late schedule adjustments via appeal will not be permitted.

I have read all of the regulations above and understand them fully:

\_\_\_\_\_  
*Student Signature*

#### **Registrar's Office Use Only:**

Effective Term:

Date Received:

Date Processed:

#### **Financial Aid Office Use Only:**



GRADUATE SCHOOL

**Request for a UNO Undergraduate Student to Enroll in a Graduate Course**

A UNO undergraduate who lacks no more than twelve hours toward completion of a baccalaureate degree may be approved to take up to nine hours of graduate courses with permission of the department. Students must have a 3.2 cumulative GPA to qualify.

Student Name		Student ID Number	
Undergraduate Program		Semester/Year you plan to complete your baccalaureate degree.	

**Course(s) to be Taken for Graduate Credit**

Course Prefix	Catalog Number	Class Number	Credit Hours

**Undergraduate Program**

I hereby confirm that the above named student is a) within twelve hours of completing the bachelor's degree at UNO b) has a cumulative GPA of 3.2, and c) will not use the courses listed above for their baccalaureate degree.

\_\_\_\_\_  
College Counselor (Print Name)

\_\_\_\_\_  
College Counselor Signature

\_\_\_\_\_  
Date

**Graduate Program**

I hereby confirm that the above named student qualifies to take courses in our graduate program.

\_\_\_\_\_  
Graduate Coordinator (Print Name)

\_\_\_\_\_  
Graduate Coordinator Signature

\_\_\_\_\_  
Date

I have given the above named undergraduate student permission to enroll in my class for graduate credit with the understanding that he/she will meet all course requirements for graduate students.

_____ Course	_____ Instructor (Print Name)	_____ Instructor (Signature)
_____ Course	_____ Instructor (Print Name)	_____ Instructor (Signature)
_____ Course	_____ Instructor (Print Name)	_____ Instructor (Signature)

Graduate School Approval: \_\_\_\_\_

Executive Director of Graduate Programs

\_\_\_\_\_  
Date

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