CHRISTOPHER NEWPORT UNIVERSITY

UNDERGRADUATE REQUEST TO TAKE GRADUATE-LEVEL COURSE

CNU students in Undergraduate Senior status (90 or more earned credit hours) seeking to enroll in a graduate course must have a grade point average of 3.0 or higher and will be limited to one graduate course (with any associated laboratory) per semester and to an overall total of two graduate courses (with any associated laboratories). The total for these two classes cannot exceed 8 credits. In order to enroll in a second graduate course, the student must earn a grade of B- or better in the first graduate course. Graduate level courses (numbered 500 and above) cannot be taken on a pass/fail basis. If the graduate course is to be used as a substitute course in the major, the student must have the course substitution approved by the appropriate department chair and must attach the Authorization for Course Substitution to this form. Students who are not in senior status **MAY NOT** take graduate-level courses.

Procedure:

1. Complete the information on this form.
2. Take this form to the professor of the course that you wish to take for his/her signature.
3. Email the completed form to the Office of Graduate Studies at gradstudy@cnu.edu for final approval. If approved, the Office of Graduate Studies will inform you of the approval and will submit your form to the Office of the Registrar to be processed.
4. If approved, let your advisor know about the course change.

Student _____ **Semester/Year** _____

CNU Student ID # _____ **Phone Number** _____

Email _____ *Attach CNU Live Transcript

Undergraduate Course Load (to be completed by CNU Students with Undergraduate Senior Status)

Course Number	Course Title	Credit Hours

Graduate Course for which you are seeking approval:

_____**Course #, Title, Credits**

Approval to take Graduate Course granted: **Approval to take Graduate Course granted:**

_____ _____

Professor of Course **Date** **Dean of Graduate Studies** **Date**

_____ **Grade Point Average** _____ **Number of Undergraduate Hours Completed**

_____ **Number of Graduate Hours Previously Attempted**

Academic policies appear in the graduate and undergraduate catalogs and must be followed ***10/2023***