

# Undergraduate Enrollment in Graduate Courses

For Seniors, Accelerated Master's & Honors Students (*formerly 500 Level Course Petition*)

## STUDENT INFORMATION

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ UA Email: \_\_\_\_\_

Course(s) to be taken in semester/term: \_\_\_\_\_ Bachelor's Degree sought: \_\_\_\_\_ Major: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Local Address: \_\_\_\_\_

I hereby request to take the following graduate level course(s). I have read and understand the instructions and criteria listed on the reverse side of this form. I certify that the information I have supplied on this form is complete and accurate.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STEP 1: WRITE IN COURSES TO BE TAKEN

Subject	Course Number	Section # & Class #	Units	Instructor Signature

## STEP 2: CHOOSE ONLY ONE TYPE OF CREDIT FROM BELOW

**Undergraduate Credit:** I understand that credit will be calculated toward my undergraduate GPA.  
 Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Major Advisor's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Graduate Credit:** I understand that credit will NOT be calculated toward my undergraduate GPA.  
 Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Obtain approval from the Department Head in the department in which the course is offered.  
 Department Head Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Accelerated Masters Program:** I understand that credit will be calculated toward my undergraduate and graduate GPA.  
 Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Major Advisor's signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Department Head Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Honors Credit (Juniors & Seniors):** I understand that credit will be calculated toward my undergraduate GPA  
 Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Major Advisor's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: If you will be taking more than 19 units in the term, your college dean's office will need to indicate approval by adjusting the total unit limit on UAccess before you submit this form for processing.**

## STEP 3: DELIVER COMPLETED FORM TO REGISTRATION & TRANSCRIPTS FOR PROCESSING: ADMINISTRATION BUILDING, ROOM 210

For Office Use Only	Processed By: _____ Date: _____
Rev. 3/5/2015	

# Academic Policy

## Graduate or Undergraduate Credit for Seniors and Honors Credit for Juniors/Seniors

A qualified senior may register for a 500-level course for either graduate or undergraduate credit with the needed approval signatures. A qualified junior or senior in the Honors program may also take 500-level courses for undergraduate Honors credit. Students officially admitted to an Accelerated Masters Program\* (AMP) may take 500- or 600-level courses. (Courses at the 700 and 900 level are not open to any undergraduate.) This form is used in lieu of a Change of Schedule form and should be turned in to the Registrar (Administration, Room 210) for processing once the proper signatures are obtained.

As a minimum qualification for taking 500-level courses, a student must have a grade point average\* (GPA) of 3.000 or better on all University Credit\* and be proceeding toward graduation as directly as possible. Note that should the student receive an Incomplete (an "I" grade), the course will not be counted as part of the total units required for graduation until the "I" has been replaced with the final grade.

## Accelerated Masters Program

The Graduate College offers exceptional undergraduate students in selected majors the opportunity to earn both a bachelor's degree and master's degree in as few as 5 years. The Accelerated Master's Program is for the top undergraduates in participating majors who plan to continue in a graduate program in the same, or closely related, UA discipline. To determine if this is an option in your major, see the current list of approved AMP's\*.

The Graduate College has established minimum AMP admission requirements\*; however, departments may set additional or more stringent requirements. Interested students should check with the department offering the AMP regarding the graduate program admission criteria. Additionally, undergraduates should become familiar with the general AMP degree and tuition policies prior to applying to the Graduate College.

## Courses Taken for Graduate or AMP Credit

Note that the number of units of graduate (or AMP) credit earned by an undergraduate that can be counted toward a graduate degree is limited, as are the units of graduate non-degree coursework and graduate transfer coursework from other universities. A student may not take more than 12 total units for graduate and/or AMP credit before completing the bachelor's degree. If you plan to use units earned as an undergraduate toward a graduate degree, be sure to read the credit requirements policy for the degree at <http://grad.arizona.edu/academics/program-requirements>.

## Requirements and Instructions for Seniors Wishing to Enroll in a Graduate Course

### To Receive Undergraduate Credit the Student Must:

1. Be classified as a Senior or an Honors Junior
2. Have a minimum cumulative GPA of 3.00 (required)
3. Obtain approval of the course instructor and the student's major advisor

### To Receive Graduate Credit the Student Must:

1. Be classified with "Senior Status" and is proceeding toward graduation as directly as possible
2. Have a minimum cumulative GPA of 3.00 (required)
3. Not plan to use the graduate level course(s) toward any Bachelor's degree requirements
4. Obtain approval of the course instructor(s) and department head in the department in which the course is offered

If you are not sure of your undergraduate degree status, please check with your Graduation Services advisor before completing the 500 Level Course Petition.

If you will be taking more than 19 units in the term, your college dean's office will need to indicate approval by adjusting the total unit limits on UAccess **before** you submit this form for processing.

\* This information can be found by searching in the UA academic catalog at <http://catalog.arizona.edu/>.