APPROVAL FORM FOR AN UNDERGRADUATE TO TAKE A GRADUATE COURSE

Please fill in the lower portion of this form and take it or e-mail it to your advisor for signature. Arrange to retrieve the form from your advisor and take it to your instructor for signature. You should provide as much information as possible below to enable the faculty and the Office of Graduate Education to determine if you are qualified to enroll in a graduate course. Normally, the Dean of the Office of Graduate Education approves requests only if the student meets most of the requirements for admission to graduate courses that were used for other graduate students enrolled in the class.

Name (Print in First, Middle, Last Name Order):___________________________________

Rensselaer ID Number:_____________________________

E-mail:___________@rpi.edu

Graduate Course Number: ______________________Course Title:____________________

Term of Enrollment in the Course:__________ Class:__________

Your Major Department:________________________________ Overall GPA:__________

Other information that you believe qualifies you to take this graduate level course:
_____________________________________________________________________________

Advisor's Approval Signature: ________________________ Date:_____________________

Instructor's Approval Signature: ______________________ Date:_____________________

Graduate Education Approval Signature: ______________________

Date:_______________________

Copies to: Registrar, Student if approved. Advisor, Instructor, Registrar, Student if denied.