

**REQUEST BY AN UNDERGRADUATE STUDENT TO TAKE GRADUATE COURSE IN  
THE ROBINSON COLLEGE OF BUSINESS**

To be completed by student (please print)

Name \_\_\_\_\_ Panther # \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street Number/Name City/State ZC

Daytime Phone \_\_\_\_\_ Degree/Major \_\_\_\_\_

List below the course you wish to take and how it will be used in your degree program (major course, elective, etc.)

\_\_\_\_\_

If the graduate course you wish to take has prerequisites, what courses have you taken at GSU or elsewhere that satisfy the prerequisites? Indicate grades, years taken, and institutions.

\_\_\_\_\_

Signature of Student/Date \_\_\_\_\_

\*\*\*\*\* STUDENTS – DO NOT WRITE BELOW THIS LINE \*\*\*\*\*

**To be completed by the Office of Undergraduate Academic Assistance**

Cumulative GPA \_\_\_\_\_ 90+ Hours? Y/N \_\_\_\_\_ # of hours GSU credit \_\_\_\_\_  
(Minimum 18 hours)

\_\_\_\_\_ This undergraduate student meets the stated requirements for enrollment in a graduate business course. A copy of the student's academic record at GSU is attached.

\_\_\_\_\_ This undergraduate student **does not** meet the stated requirements for enrollment in a graduate business course. This request is not eligible for further consideration and is being returned to the student.

Information above verified by: \_\_\_\_\_

Signature of OUAA staff member/ date

**To be completed by Chairman/Director of Academic Unit**

Please circle decision: APPROVED DISAPPROVED

Comments: \_\_\_\_\_  
\_\_\_\_\_

Signature of Chairman/Director/Date \_\_\_\_\_

Please return this form and the copy of the student's academic record to the Office of Undergraduate Academic Assistance, Room 315 RCB Building, Thank you.

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## **POLICY ALLOWING UNDERGRADUATES TO TAKE GRADUATE COURSES IN THE ROBINSON COLLEGE OF BUSINESS**

### **Eligibility Requirements:**

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1. You must be a degree-seeking undergraduate student at GSU.
2. You must be able to use the graduate course for degree credit in your program. This will be verified with the Office of Undergraduate Academic Assistance.
3. You must have a cumulative GPA at GSU or 3.50 or higher.
4. You must have at least 18 semester hours of credit at GSU and be a senior in terms of degree credit, not just college credit. (This means you must have at least 90 hours of credit toward your degree.)

### **Restrictions**

1. A maximum of two graduate courses may be taken.
  2. Each request must be on a separate form if you wish to take two graduate courses in the same semester. Please allow 10 working days' lead time between filing this form and your scheduled registration appointment time so your request can be considered. This will avoid the possibility of your having to revise your schedule.
  3. Only 8000 level courses may be taken. No 9000 level courses may be taken by undergraduate students.
  4. No MBA foundation, core or required courses (those with MBA prefix) may be taken.
  5. This is not an early admission to any graduate program at the Robinson College of Business. Thus, any graduate course taken as an undergraduate will not later apply for credit toward a graduate degree or certificate credit if admission to a graduate program is obtained in the future. The Office of Academic Assistance/Graduate Office of other colleges at GSU should be consulted for information on their practices regarding this topic, if it is applicable to your situation.
  6. The graduate course number will appear on your transcript and the grade will be included in your cumulative GPA. (If you are not an RCB student, you should contact your academic Assistance to determine how to grade in the graduate course will affect your academic standing.)
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