



# HOOD COLLEGE

DIVISION OF ACADEMIC AFFAIRS  
Office of the Registrar

## Undergraduate Request for Graduate (500-Level)

### Coursework Registration

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

Student ID# \_\_\_\_\_

Major: \_\_\_\_\_

Course Number/Section: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

#### Check one:

\_\_\_\_\_ Undergraduate credit (credits and grade earned will count towards undergraduate degree only; course will appear on transcript as graduate course number)

\_\_\_\_\_ Graduate credit (credits and grade earned will count towards the graduate transcript/degree only; **NOT** the undergraduate degree). **You must obtain Financial Aid signature for this option if you are receiving aid as it may affect your aid package.**

**Financial Aid Signature:** \_\_\_\_\_

*Tuition will be based on student status. Undergraduate students will be charged the appropriate undergraduate rate regardless of the level of the course. A student taking between 12 and 18.5 credits, undergraduate and graduate combined will be considered a full-time undergraduate student. If a student takes a graduate level course in addition to 18.5 undergraduate credits, they will still be charged the undergraduate rate. In taking graduate coursework for either undergraduate or graduate credit, students are required to meet expectations of graduate level work.*

*\*I acknowledge by signing this form that I am financially responsible for any tuition and fees associated with this coursework.*

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

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

Advisor's Signature: \_\_\_\_\_

#### Registrar's Verification of Eligibility:

Completion of 12 credits in discipline: \_\_\_\_\_

Senior Standing (at least 87 credits completed): \_\_\_\_\_

Cumulative GPA of 3.0 or better: \_\_\_\_\_

Major GPA of 3.0 or better: \_\_\_\_\_

\_\_\_\_\_ Eligible

\_\_\_\_\_ Ineligible

Registrar's Office Signature: \_\_\_\_\_

Instructor's Name (printed): \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

Course Substitution or Elective (provided by faculty): \_\_\_\_\_

Registrar's Office (final approval): \_\_\_\_\_

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