Provide copies to the following:
Graduate Dean
Registrar
Dean

Graduate Student Enrolled in Undergraduate Class for Graduate Credit
Instructional Justification

_____/_____/_____
Student's Name Social Security Number Semester Year

Course:

_____4_____
Prefix Number Section No. Title

It is appropriate to award graduate credit to graduate students enrolled in undergraduate courses only when criteria are clearly established to justify quantitative and qualitative differences in the level of instruction for the graduate student. The request will not be approved without this justification. The request and justification should be approved prior to registration in the course. **Retroactive credit will not be awarded.**

Please attach to this sheet your responses to the following questions:

A. Qualitative Differences
   Explain what the student will do in the course that shows greater depth and/or breadth of study beyond the work required by the undergraduates. Please use specific objectives when possible.

B. Quantitative Differences
   Describe the extra amount of work required of the graduate student beyond the amount required of the undergraduate. Be as specific as possible.

Signatures: _____
Student Date

_____ _____
Advisor Date Course Instructor Date

_____ _____
College Dean Date Graduate Dean Date

State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.

(adm 1/11/05)