KEAN UNIVERSITY

Student Support Services
Office of the Registrar
Administration Building, 1st floor

Permission for Undergraduate Student to take a Graduate Course

Matriculated seniors who stand academically in the upper quarter of their class may, with the appropriate approvals, enroll in one graduate course each semester during their senior year. Tuition is charged at the regular undergraduate rate. Credit earned will count either toward completion of a baccalaureate degree, or, with permission, be applied towards a future graduate degree in the Nathan Weiss Graduate College. A grade of "B" or better is required for inclusion in a graduate degree.

Procedures:

1. Seniors who wish to take a graduate course to be applied for credit towards a baccalaureate degree must obtain the approval of their respective academic advisor AND the college dean where their academic program is housed. Upon approval, this form should be taken to the Office of the Registrar for registration.
2. If the graduate course is to be applied towards a future graduate degree in the Nathan Weiss Graduate College, approvals from the Academic Advisor, the College Dean, and the the Office of the Registrar are required. Upon approval, this form should be taken to the Office of the Registrar for registration. **Please note: approval of a graduate course to be applied towards a future graduate degree does not imply acceptance into the Nathan Weiss Graduate College.**
3. If a course requires a petition for registration, the student must have the appropriate petition entered prior to registering.

Name _____ Student ID# _____

Current Program _____ Option _____

Preferred Contact Phone # _____ Kean Email _____

Credits completed _____ Current cumulative GPA _____

Graduate course to be taken

_____	_____	_____	_____	_____
Department	Course #	Section	Credits	Semester

Please Check One:

_____ This course will be credited towards a baccalaureate degree ***Approval from Academic Advisor AND College Dean are required***

_____ This course will NOT be credited towards a baccalaureate degree and MAY be considered for inclusion of a future graduate program at the Nathan Weiss Graduate College ***Approval from Academic Advisor AND College Dean AND Office of the Registrar are required***

_____ _____
Student Signature Date

Required Approvals

_____ _____
Academic Advisor Date

_____ _____
College Dean Date

_____ _____
Office of the Registrar (Administration Building, 1st floor) Date

Updated 2/2016