



One Stop Service Center:
 Center for Academic Success (CAS), 1st floor
 908-73-REGME
 regme@kean.edu

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 in each semester during their senior year. Tuition is charged at the regular undergraduate rate. Credit earned will count either toward the completion of a baccalaureate degree or, with permission, be applied towards a future graduate degree. A grade of “B” or better is required for inclusion in a graduate degree.

Procedures:

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 One Stop Service Center for registration.

If the graduate course is to be applied towards a future graduate degree, approvals from the academic advisor, the college dean, and the One Stop Service Center are required. Upon approval, this form should be taken to the One Stop for registration. Please note: approval of a graduate course to be applied towards a future graduate degree does not imply acceptance into a graduate program at Kean University.

If a course requires a petition for registration, please obtain the petition before returning this form.

Student's Last Name:	Student's First Name:	Current Program:
Student's Telephone #:	Student's Email Address:	Student's ID #:
Have you submitted an application for graduation? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, for which term did you apply?	
Student's Signature		Date

Graduate Course(s) to be taken					
Semester	Subject	Course #	Section #	Course Title	# of credits

Please check one:

- This course will be credited towards a baccalaureate degree. See above for approvals needed.
- This course will NOT be credited towards a baccalaureate degree and MAY be considered for inclusion in a future graduate program at Kean University. See above for approvals needed.

Academic Advisor's Name:	Academic Advisor's Signature:	Date:
College Dean's Name	College Dean's Signature	Date:
One Stop Service Center Signature	Date Received:	Date Processed: