

ST. CLOUD STATE UNIVERSITY™

A tradition of excellence and opportunity

School of Graduate Studies UNDERGRADUATE PERMISSION TO ENROLL IN GRADUATE COURSES

Name _____
Last First Middle Previous

SCSU E-mail _____ SCSU Student ID _____

Current Address _____
Number & Street City State Zip Country

Home Phone _____ Cell Phone _____

Undergraduate Major _____

I am requesting to register for 500-level graduate courses for _____
Semester Year

I wish to register for the following graduate courses while still an undergraduate student:

**No action will be taken on this form unless all of the information requested in the next section is provided*

Dept	Class#	Section	Course ID	Course Title	Credits
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

My reasons for making this request are as follows:

Additional space is provided on the back. Please check if you used the back

Signature _____ Date _____

Return to: School of Graduate Studies
 121 Administrative Services Building Phone 320.308.2113
 720 Fourth Avenue South FAX 320.308.5371
 St. Cloud, MN 56301-4498 E-mail graduatestudies@stcloudstate.edu

A copy of this form with a decision will be sent to you through the U.S. mail within three to five days of receiving your request.

School of Graduate Studies Decision

Approved Conditions _____

Not Approved Comments _____

Graduate Dean _____ Date _____

Student Notified _____
Date By

SCSU is an affirmative action/equal opportunity educator and employer.

This material can be given to you in an alternative format such as large print by contacting the department/agency listed elsewhere on this document.

ADDITIONAL ANSWER SPACE

INSTRUCTIONS FOR COMPLETING THIS FORM

Undergraduate students may petition to enroll in graduate courses (500-level only) provided they:

1. Have eight or less semester credits to complete from SCSU.
2. Not exceed 16 credits per semester of undergraduate and graduate credits combined.
3. Approval of this petition is based on the potential admissibility of the student to the graduate program.
4. Graduate courses completed prior to receiving the undergraduate degree cannot be used toward the undergraduate degree.
 1. Provide complete information.
 2. Obtain all required signatures.
 3. Submit the completed, signed form to:

School of Graduate Studies
St. Cloud State University
121 Administrative Services Building
720 Fourth Avenue South
St. Cloud, MN 56301-4498
Or fax to 320.308.5371
 4. Allow 5 to 7 days for review of your request.
 5. A copy of this form with a decision will be sent to you through the U.S. Mail.