



# Enrolled Graduate Student - Taking Undergraduate Credit Form

Missouri University of Science and Technology  
Office of the Registrar

103 Parker Hall  
300 West 13<sup>th</sup> Street  
Rolla, MO 65409-0930  
Phone: (573) 341-4181  
Fax: (573) 341-4362  
registrar@mst.edu  
http://registrar.mst.edu/

This form enables a graduate student to complete courses numbered from 3000-4999 and identify those courses as undergraduate credit. Enroll through Joe'SS then submit this form to the Registrar's Office, 103 Parker Hall, to change the courses to undergraduate credit. **This form must be received by the Registrar's Office within the first two weeks of class.**

- Course(s) numbered below 3000 will not be allowed for graduate credit, and will automatically be identified as undergraduate credit.
- Course(s) identified as undergraduate credit cannot be restored to graduate credit.
- The course(s) listed below will be counted on your undergraduate career.
- The course(s) listed below will be figured in your undergraduate GPA.
- All information is final at the close of the listed semester.
- Course(s) cannot be counted toward your graduate degree

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Term \_\_\_\_\_

### Undergraduate Credit:

Course #1 \_\_\_\_\_ Class # \_\_\_\_\_ Credit Hours \_\_\_\_\_

Course #2 \_\_\_\_\_ Class # \_\_\_\_\_ Credit Hours \_\_\_\_\_

Course #3 \_\_\_\_\_ Class # \_\_\_\_\_ Credit Hours \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval \_\_\_\_\_ Date \_\_\_\_\_

Major Advisor Signature

Graduate student enrollment is limited to 16 credit hours per semester (9 hours in a summer term). Petitions for excess hours are considered by his/her department chair.

Approval \_\_\_\_\_ Date \_\_\_\_\_

Department Chair Signature