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Enrolled Graduate Student - Taking Undergraduate Credit Form

Registrar
 registrar.mst.edu

Missouri University of Science and Technology
 Office of the Registrar

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.

Student 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