GRADUATE SCHOOL

Request for a UNO Undergraduate Student to Enroll in a Graduate Course
Rules & Regulations

Student Name: _____

Student ID: _____

Date: _____

Eligibility

A UNO undergraduate who is within twelve hours of completing a baccalaureate degree at UNO may be approved to take up to nine hours total of graduate courses with permission of the department. Students must have a 3.2 cumulative GPA to qualify. Post-baccalaureate students and students on Letters of Good Standing from other institutions are not eligible.

Policy

Students enrolling under this policy must meet undergraduate and graduate academic performance requirements for the respective courses. For graduate courses the grade of A indicates superior performance and the grade of B indicates satisfactory performance. Grades of C or below are considered less than satisfactory. A cumulative grade-point average of 3.0 is considered by the Graduate School to be a minimum standard of academic performance. The student must also file an Adjustment/Substitution and Waiver Form in the Registrar's office to identify how the courses will apply to the degree.

Enrollment

After the attached form has been signed and delivered to the Graduate School, the graduate courses will be entered into the student's record separately from the undergraduate courses. Tuition will be assessed at the undergraduate rate for all courses. ***Any aid funded by the university will be awarded. Stipulations may apply to federal and state aid (excluding TOPS) for graduate courses. Scholarships will not be extended beyond the original time limit.***

Due Date

In order for your courses to be added to your schedule correctly you must submit the completed form with requisite signatures to the Graduate School prior to the last day to add a course for the semester in question. Late schedule adjustments via appeal will not be permitted.

I have read all of the regulations above and understand them fully:

_____
Student Signature

Registrar's Office Use Only:
Effective Term: Date Received: Date Processed:

Financial Aid Office Use Only:

GRADUATE SCHOOL

Request for a UNO Undergraduate Student to Enroll in a Graduate Course

A UNO undergraduate who lacks no more than twelve hours toward completion of a baccalaureate degree may be approved to take up to nine hours of graduate courses with permission of the department. Students must have a 3.2 cumulative GPA to qualify.

Student Name		Student ID Number	
Undergraduate Program		Semester/Year you plan to complete your baccalaureate degree.	

Course(s) to be Taken for Graduate Credit

Course Prefix	Catalog Number	Class Number	Credit Hours

Undergraduate Program

I hereby confirm that the above named student is a) within twelve hours of completing the bachelor's degree at UNO b) has a cumulative GPA of 3.2, and c) The courses listed above will apply to their baccalaureate degree.

_____   _____   _____
    Academic Advisor (Print Name)   Academic Advisor Signature   Date

Graduate Program

I hereby confirm that the above named student qualifies to take courses in our graduate program.

_____   _____   _____
Graduate Coordinator (Print Name)   Graduate Coordinator Signature   Date

I have given the above named undergraduate student permission to enroll in my class for graduate credit with the understanding that he/she will meet all course requirements for graduate students.

_____   _____   _____
Course   Instructor (Print Name)   Instructor (Signature)

_____   _____   _____
Course   Instructor (Print Name)   Instructor (Signature)

_____   _____   _____
Course   Instructor (Print Name)   Instructor (Signature)

Graduate School Approval:_____   _____
             Associate Vice President, Graduate School   Date

Registrar's Office Use Only:
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Financial Aid Office Use Only: