



GRADUATE COURSE APPROVED FOR UNDERGRADUATE TRANSCRIPT

INSTRUCTIONS: Undergraduates who need to register in a graduate (GR) level course that's not approved for undergraduate (UG) credit and have it count on their UG transcript (ex: to meet requirements for a baccalaureate degree program) must use this form. Students should complete Sections 1 and 2, obtain their primary academic advisor's signature, then submit it to the Graduate College for approval. Finally, the form must be submitted to the Office of the Registrar before the deadline to register for the class. The Registrar's office will process the registration upon receipt of a completed, approved form. While registration in such classes will count toward a student's overall registration time status (ex: full-time enrollment), they will not be recognized as counting toward a baccalaureate degree program until after the semester is over and a final grade has been submitted.

SECTION 1: STUDENT INFORMATION

STUDENT NAME

LAST NAME: _____ FIRST NAME: _____ MIDDLE: _____

STUDENT ID: _____

SECTION 2: GRADUATE CLASS INFORMATION

TERM: _____ CRN: _____ SUBJECT: _____ COURSE: _____

NEEDED FOR:

(Briefly describe why you need to register in this class. Ex: Required for degree)

By signing below, you authorize the Office of the Registrar to register the student in the specified class, and point it to the student's undergraduate transcript at the end of the term (after final grades have been submitted).

STUDENT SIGNATURE: _____ DATE: _____

ADVISOR SIGNATURE: _____ DATE: _____

INSTRUCTOR SIGNATURE: _____ DATE: _____

GRADUATE COLLEGE SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

SFAREGS & SPACMNT Comment Processed By: _____ Date: _____

SHATCKN Processed By: _____ Date: _____

Submitted to Office of Scholarships and Financial Aid By: _____ Date: _____

Revised:
12/10/2025