NEIU

NORTHEASTERN ILLINOIS UNIVERSITY

Undergraduate Student Request to Register for Graduate-Level Course

An undergraduate student must meet the following minimum requirements to be considered for enrollment in a graduate course, in addition to meeting all prerequisites for the course (except for graduate standing): 1) have completed one semester in residency at Northeastern, 2) be in the final year of undergraduate study, and 3) currently have at least a 3.0 cumulative undergraduate GPA.

Some undergraduate students may elect to count the graduate course toward undergraduate degree requirements. If so, the course will carry an undergraduate course-level classification and cannot be used in the future to fulfill graduate requirements. All students enrolled in the course will do the same work, regardless of course-level classification.

Students must submit the **Undergraduate Student Request to Register in a Graduate Course form** to the Graduate Records Office no later than the end of the Change of Registration period, which is published in the official Schedule of Classes. After the end of the Change of Registration period, the student's decision about the course-level classification cannot be changed.

Students who have declared or intend to declare an Accelerated Pathway Program should not use this form. Courses under that program will be addressed via a separate process.

Once completed this form should be submitted to Graduate Records in room (D-101) or graduate-records@neiu.edu.

NEIU ID #	Name	Phone Number
Semester	**Course Number and Title**	**CRN**

Select one of the two options below:

- ○ The above course **will** be used towards my undergraduate degree requirements. This course will count in my undergraduate GPA at Northeastern Illinois University and will become part of my undergraduate-level transcript. (This will be reflected on the student's transcript at the end of the semester.)
- ○ The above course is **not** to be used towards my undergraduate degree and will **not** be incorporated into my undergraduate GPA. The learning outcomes of the course(s) will be completed at the graduate level. This course will count in my graduate-level GPA at Northeastern Illinois University and will remain on my graduate-level transcript.

No courses processed with this form are eligible for use in any Accelerated Pathways Program regardless of when a student declares an Accelerated Pathways Program.

By signing below I affirm I have read the above policy and agree that the above decision cannot be altered at a future date.

Student's Signature _____ Date _____

By signing below I am indicating that this student meets the minimum requirements as indicated in the above policy and I am recommending the student for this graduate-level course based on their abilities and program.

UG Academic Advisor Name _____ UG Academic Advisor Signature _____ Date _____

By signing below I am indicating that I will give the student all registration overrides required to enroll in the course.

Graduate Program Advisor Name _____ Graduate Program Advisor Signature _____ Date _____

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Instructions:

1. An undergraduate student, who has not declare nor intends to declare any Accelerated Pathways Program, completes the form and submits it to the Undergraduate Academic Advisor.
2. The Undergraduate Academic Advisor checks student requirements for eligibility:
    - completed one semester in residency at Northeastern
    - be in the final year of undergraduate study
    - have earned at least a 3.0 cumulative undergraduate GPA
    - met all prerequisites for the course except for graduate standing
    - student is not currently declared and does not intend to declare an Accelerated Pathways Program

On confirmation that the student has met all four requirements, the Undergraduate Academic Advisor signs the form and submits it to the Graduate Program Advisor.

3. Graduate Program Advisor checks whether there is room in the course. If the course is full, the Graduate Program Advisor may ask the Instructor if they are willing to allow the student to register; this decision is at the discretion of the Instructor. If the student is permitted to register, the Graduate Program Advisor submits the completed form to the Academic Program offering the course.
4. The office administrator authorizes the student into the course, informs the student that they are eligible to register for the graduate course and sends the completed form to the Graduate Records Office.
5. The student registers for the course by the published deadline.
6. Course-level classification changes requested via this form cannot be changed at any time and are ineligible for course-level classification in any Accelerated Pathways Program.