

# 500 LEVEL COURSE PETITION

Undergraduate Enrollment in Graduate Courses. For Seniors & Honors Students

## STUDENT INFORMATION

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ UA Email: \_\_\_\_\_  
Semester requesting to take course: \_\_\_\_\_ Bachelor's Degree sought: \_\_\_\_\_ Major: \_\_\_\_\_  
Expected Graduation Date: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_ Local Phone Number: \_\_\_\_\_  
Local Address: \_\_\_\_\_

I hereby request to take the following 500 level course(s). I have read and understand the instructions and criteria listed on the reverse side of this form. I certify that the information I have supplied on this form is complete and accurate.

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

## STEP 1: WRITE IN COURSES TO BE TAKEN

Subject	Course Number	Section # & Class #	Units	Instructor Signature

## STEP 2: CHOOSE ONLY ONE TYPE OF CREDIT FROM BELOW

**Undergraduate Credit:** I understand that credit will be calculated toward my undergraduate GPA.

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

Major Advisor's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Graduate Credit:** I understand that credit will NOT be calculated toward my undergraduate GPA.

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

Obtain approval from the Department Head in the department in which the course is offered.

Department Head Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Accelerated Masters Program:** I understand that credit will be calculated toward my undergraduate and graduate GPA.

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

Major Advisor's signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Honors Credit (Juniors & Seniors):** I understand that credit will be calculated toward my undergraduate GPA

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

Major Advisor's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## STEP 3: YOU MUST OBTAIN APPROVAL FROM GRADUATE COLLEGE DESK, ADMINISTRATION BUILDING, ROOM 322

Dean's Signature: \_\_\_\_\_ Action: \_\_\_\_\_ Date: \_\_\_\_\_

## STEP 4: DELIVER COMPLETED FORM TO REGISTRATION & TRANSCRIPTS FOR PROCESSING, ADMINISTRATION BUILDING, ROOM 210

Your College Dean's signature/approval is required if you are taking more than 19 units or if this request is being processed in the last half of the term when all transactions require a Dean's permission.

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ No. of Units Approved: \_\_\_\_\_

For Office Use Only

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_

Rev. 2/18/11

# Academic Policy

## Graduate Credit for Seniors and Undergraduate Credit for Juniors in the Honors Program

A senior may register for graduate work if recommended by the instructor, head of the department offering the course and approved by the Dean of the Graduate College. Additionally, juniors in the Honors Program may register for 500-level courses for undergraduate Honors credit. Undergraduate enrollment in Graduate courses are available through the Graduate College using a 500 Level Course Petition. This form is used in lieu of a Change of Schedule form and should be turned in to Administration, Room 210 for processing once the proper signatures are obtained. The Dean of the Graduate College will not approve a petition unless the senior has a [grade-point-average \(GPA\)](#) of 3.000 or better on all [University Credit](#) and is proceeding toward graduation as directly as possible. Under such a petition, seniors may enroll in 500-level courses for undergraduate or graduate credit (not both). Courses numbered at the 600, 700, and 900 levels are not open to undergraduates. An outstanding incomplete (course with a grade of "I") is counted as part of the total units outstanding for graduation.

## Accelerated Masters Program

The Graduate College offers exceptional undergraduate students in selected majors the opportunity to earn both a bachelor's degree and master's degree in as few as 5 years. The Accelerated Master's Program (AMP) is for the top undergraduates in participating majors who plan to continue in a graduate program in the same, or closely related, UA discipline. To determine if this is an option in your major, see the list of currently approved [AMPs](#).

The Graduate College has established minimum [AMP admission requirements](#); however, departments may set additional or more stringent requirements. Interested students should check with the department offering the AMP regarding the graduate program admission criteria.

Additionally, undergraduates should become familiar with the general AMP degree and tuition policies prior to applying to the Graduate College.

IF A STUDENT IS ACCEPTED INTO A GRADUATE DEGREE PROGRAM AND THE PROGRAM RECOMMENDS ACCEPTANCE OF THE CREDIT A STUDENT MAY USE A COMBINATION OF TWELVE (12) UNITS OF GRADUATE CREDIT EARNED AS (1) A SENIOR; (2) A GRADUATE NON-DEGREE SEEKING; OR (3) GRADUATE UNITS TRANSFERRED FROM ANOTHER ACCREDITED UNIVERSITY TOWARD A GRADUATE DEGREE.

### Requirements and Instructions for Seniors Wishing to Enroll in A 500-Level Course:

Submit the 500 Level Course Petition to the Graduate College, Administration 322.

#### To Receive Undergraduate Credit the Student Must:

1. Be classified as a Senior
2. Have a minimum cumulative GPA of 3.00
3. Obtain approval of the course instructor and the student's major advisor
4. Obtain final approval from the Graduate College

#### To Receive Graduate Credit the Student Must:

1. Be classified with "Senior Status" and is proceeding toward graduation as directly as possible
2. Have a minimum cumulative GPA of 3.00
3. Not have used the 500-level course(s) toward any Bachelor's degree requirements
4. Obtain approval of the course instructor(s) and department head in the department in which the course is offered
5. Obtain final approval from the Graduate College

If you are not sure of your undergraduate degree status, please check with your Graduation Services advisor before completing the 500 Level Course Petition.

Your college dean's signature is required if you are taking more than 19 units, or you are submitting the request after the deadline to drop classes with a grade of "W" (see the Dates & Deadline calendar).