



Please Note: This form must be processed before the course begins.
This form does NOT override closed classes, time conflicts or requisites.

Memorandum

To: Dean of the Graduate School

From:

Student's Advisor (Print)

Advisor's Signature

Department

Subject: Request for Graduate Credit for an Undergraduate Course (3000 or 4000 level)

3000-Level Course: Courses numbered at the 3000-level may be taken by graduate students for graduate credit only when the courses are **not** in the student's major area of study and when the courses have been approved by the Dean of the Graduate School for graduate credit in the student's program. No more than 20 percent of the graded course work in the degree program may be comprised of 3000-level courses carrying graduate credit.

4000-Level Course: Because 4000-level courses can carry dual level credit, a 4000-level course which has specially been created to carry ONLY undergraduate credit must be individually petitioned to carry graduate credit. A minimum of 50% of the semester hours presented for the graduate degree must be at the 5000 level or above.

It is recommended that _____@uark.edu
Student Name U of A ID Number e-mail

be authorized to take the following 3000 or 4000 level course for graduate credit as part of the requirement

for the _____ degree.

Semester/Year Subject Catalog # ISIS Class # Section # Course Title

Endorsement: I recognize that the above named graduate student is authorized to take the specified course for graduate credit and that I will make appropriate adjustment in assignments and grading scales. I certify that I am a member of the Graduate Faculty, **University of Arkansas, Fayetteville.**

Instructor (print)

Instructor's Signature*

Date

**Your signature certifies that the student will be taught at the graduate level and that you have graduate faculty status.*

Approval

Office of the Graduate Dean _____

Date

Denied

Reason: _____