



Request for Graduate Credit for 3000/4000 Level Course & Request for Retroactive Graduate Credit

See Graduate School Catalog for complete policies: http://catalog.uark.edu/graduatecatalog/

Select type of request:

Request for Graduate Credit for 3000/4000 Level course (Form must be submitted before the course begins)

Request for Retroactive Graduate Credit (Grades will remain part of the undergraduate record, and a mark of CR will be entered for the course on the graduate record)

Student Name: ID Number:

Email: @uark.edu Signature

It is recommended that the above-named student be authorized to take the following 3000 or 4000 level course(s) for graduate credit as part of the requirement for the program/degree.

Major Advisor (required) name (print) Signature

Department/Program Head/Chair/Director (required) name (print) Signature

Courses Proposed for Graduate Credit

This form does NOT override time conflicts or full class. It is presumed by signatures below that requisites have been met.

Semester & Year Subject Name Catalog Number Class Number Section Number Variable Hours

Instructor Name (print) Instructor Signature*

Semester & Year Subject Name Catalog Number Class Number Section Number Variable Hours

Instructor Name (print) Instructor Signature*

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

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, and is not eligible for Retroactive Credit.

4000-Level Course: Courses requested at the 4000 level may be taken for graduate credit if they comprise less than 50% of the master's degree. 4000 level courses cannot count as part of the 42 hours required for a doctoral degree.

**If the 4000-level courses were taken before the student was admitted to Graduate School, the undergraduate dean must sign below:

I confirm that these courses were not used to satisfy undergraduate degree requirements OR the student is in ELEGMS, CSCEMS, CENGMS, MATSMS, MATEMS, or JOURMA and has been approved to take additional courses.

**Undergraduate Dean's Signature

(Required for Retroactive Graduate Credit request only)

APPROVED Signature of the Graduate Dean Date DENIED (Reason): Signature of the Graduate Dean Date