Application for Undergraduates to Take a Graduate Course

Guidelines

Please refer to the UM Graduate School Forms page under Application for Undergraduates to Take a Graduate Course for current guidelines (https://www.grad.miami.edu/policies-and-forms/forms/index.html).

Undergraduate students with a minimum 3.00 cumulative GPA and within 30 credits of meeting the requirements for the baccalaureate degree may take and receive credit for graduate courses, while completing the requirements for the baccalaureate degree.

No more than six (6) graduate credits may be taken in one semester, and no more than a total of twelve (12) graduate credits may be taken as an undergraduate.

The student should be enrolled in at least twelve (12) undergraduate credits each semester to avoid eligibility issues for some aid programs. Students may take no more than 15 credit hours of combined undergraduate and graduate credits.

The graduate credits earned may NOT be used to meet undergraduate graduation requirements or be used to meet the 120 credit hour requirements at the University of Miami.

Undergraduate students who request to take graduate coursework must complete the Application for Undergraduates to Take a Graduate Course and complete a Drop/Add form.

Process

You must first receive the approval of the course instructor by having them sign a Drop/Add form in the comments and/or override signature section.

You will then need to take the Drop/Add form and have your advisor approve the addition of a 600 level course.

If your advisor signs off on the Drop/Add form, you will then need to start completing Application for Undergraduates to Take a Graduate Course form.

You will need to complete the information section as well as the course details prior to taking the form to the Financial Aid Office for their approval.

Once you have obtained the approval of the Financial Aid Office you will need to bring the form to the Undergraduate Director who oversees the department your major is under and obtain their signature.

You will then need to bring both the Application for Undergraduates to Take a Graduate Course form and the Drop/Add form to the Undergraduate Dean.

Then you will bring the completed Application for Undergraduates to Take a Graduate Course form and the Drop/Add form to the Graduate School Office, Ashe 235, for final approval. Once the form is signed by the Graduate School representative, you will be notified to pick up the form in Ashe 235. You then must take that form and the associated drop/add form to the Office of the Registrar for processing.
University of Miami undergraduates within 30 credits of meeting the requirements for the Baccalaureate Degree may take and receive credit for graduate courses, while completing the requirements for the Baccalaureate Degree.

Approval for graduate coursework requires:
1. That the student has a minimum 3.000 cumulative GPA
2. the submission of this form accompanied by
3. a completed drop/add or course request form (available from the Office of the Registrar) with all required signatures

Admission to take graduate courses does not automatically admit the student to a graduate degree program at the University of Miami.

The graduate credits earned may NOT be used to meet undergraduate graduation requirements or be used to meet the 120 credit hour requirements at the University of Miami.

No more than six (6) graduate credits may be taken in one semester, and no more than a total of twelve (12) graduate credits may be taken as an undergraduate. The student should be enrolled in at least 12 undergraduate credits each semester to avoid eligibility issues for some aid programs.

Undergraduate students who request to take graduate coursework must register and be processed centrally at the Office of the Registrar.

Jane Doe

Print Name (First, Last) Signature Date

CXXXXXXXX HXXXXXXX (XXX) XXX-XXXX @miami.edu
Student C-Number Student Empl ID Student Phone Number Student E-mail

Number of Credits Completed (UM + Transfer) UM Cumulative GPA 3.65

Please specify which course(s) in which you wish to enroll.

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Number</th>
<th>No. of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATM</td>
<td>XXX</td>
<td>3</td>
</tr>
</tbody>
</table>

Proposed Term for Enrollment (semester/year) Session
Fall/2019 Regular

I understand the financial implication of this course registration.

Office of Financial Assistance (print name) Date Student (print name) Date

Office of Financial Assistance (signature) Date Student (signature) Date

Please sign if this student has been approved for the above registration.

Department Chair

Print Name Signature Date

Undergraduate Dean

Print Name Signature Date

Graduate School Representative

Print Name Signature Date

Please submit this form to the Graduate School.

Graduate School, 1252 Memorial Drive, 235 Ashe Administration Building Room, Coral Gables, FL 33146
To contact the Graduate School, please call (305) 284-4154 or email graduateschool@miami.edu.