



Middle Georgia State University

THE GRADUATE SCHOOL

Undergraduate Request to enroll in a Graduate Course

Section one: To be completed by the student requesting a graduate course

Student Name: _____ Student's major: _____

MGA Student ID Number: _____ Semester/Year course is offered: _____

Graduate Course Number and Title that is being requested: _____

Only 5000-level courses are open to eligible undergraduates. Courses numbered 6000 or above are restricted to students formally admitted to graduate programs. An undergraduate student may take no more than 6 graduate credit hours per semester, and no more than 9 total graduate credit hours may be taken while classified as an undergraduate student. Departments may deny undergraduate enrollment in any graduate course based on space, preparation, or accreditation restrictions.

Section two: To be completed by MGA faculty/staff:

Student meets the following requirements:

- ☐ 90 undergraduate credit hours
- ☐ Pre-requisites for course are met
- ☐ Student has a cumulative GPA of 3.0 or higher
- ☐ Student is in good disciplinary standing
- ☐ This is a 5000-level course
- ☐ There is adequate space for graduate students in course with addition of undergraduate student

Verified and approved by: _____
(Program Coordinator/Department Chair or Dean)

Note: A separate form should be submitted for each course requested.