



Old Dominion University  
Office of the University Registrar  
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# REQUEST OF ODU UNDERGRADUATE TO TAKE GRADUATE COURSES

Student's Name: \_\_\_\_\_

*Last* *First* *Middle/Maiden*

University ID Number (UIN): \_\_\_\_\_

Expected date of graduation: \_\_\_\_\_ Major: \_\_\_\_\_ Semester: \_\_\_\_\_

Course(s) requested for graduate credit: (SUBJ/CRSE#/CRN/Title):

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

**NOTE: Students must have the permission of the course instructor to register for courses that are closed or have co/prerequisites or college / major restrictions, AND/OR if the student is in a non-accelerated program.**

CLOSED CLASS \_\_\_\_\_  CO-REQ \_\_\_\_\_  PRE-REQ/TEST SCORE \_\_\_\_\_  MAJOR RESTR \_\_\_\_\_  NON-ACCEL PROGRAM \_\_\_\_\_

Approved: 1) \_\_\_\_\_ 2) \_\_\_\_\_

Course Instructor

Date

Course Instructor

Date

**Undergraduate students in accelerated degree programs\*:** Students enrolled in accelerated degree programs at Old Dominion University may take up to 21 hours of graduate credit that may be applied toward the undergraduate degree. Of these 21 hours, up to 12 hours can be applied toward BOTH undergraduate and graduate degrees, with this option being available only to those students who have satisfied all admission and continuation requirements of the specific accelerated programs.

*Approved accelerated bachelor's to master's degree programs: (check the program that applies to you)*

- |   |   |
|---|---|
| <input type="checkbox"/> BA or BS to MBA  | <input type="checkbox"/> BA or BS Women's Studies to MA Humanities                  |
| <input type="checkbox"/> BA or BS Communication to MA Humanities                            | <input type="checkbox"/> BA or BS Engineering or Technology to Master's Engineering |
| <input type="checkbox"/> BA English to MA English   | <input type="checkbox"/> BA or BS Engineering or Technology to PhD Engineering      |
| <input type="checkbox"/> BA English to MA Applied Linguistics                               | <input type="checkbox"/> BS Dental Hygiene to MS Dental Hygiene                     |
| <input type="checkbox"/> BA History to MA History   | <input type="checkbox"/> BS Environmental Health to MPH                             |
| <input type="checkbox"/> BA or BS IDS (Individualized Integrative Studies) to MA Humanities | <input type="checkbox"/> BS Health Sciences to MPH                                  |
| <input type="checkbox"/> BA International Studies to MA International Studies               | <input type="checkbox"/> BS Nursing to MSN  |
| <input type="checkbox"/> BA Philosophy to MA Humanities                                     | <input type="checkbox"/> BS Computer Science to MS Computer Science                 |

The student has applied for graduate admission or is currently pursuing an accelerated degree and has a cumulative undergraduate GPA of at least 2.0 (3.0 in graduate work).

**Approved:**

Undergraduate Major Advisor \_\_\_\_\_ Date \_\_\_\_\_

Graduate Program Director \_\_\_\_\_ Date \_\_\_\_\_

**Undergraduate students with senior standing but not enrolled in programs with an accelerated degree option:**

An Old Dominion University undergraduate degree-seeking student with **senior standing** and a **3.3 or better grade point average in the major field of study** may be allowed to take up to 12 hours of graduate course work for graduate credit, upon approval of 1) the instructor of the graduate course, 2) the chair and 3) graduate program director of the department offering the graduate course, and 4) the chair or chief departmental advisor of the student's undergraduate major department. Up to 6 hours of graduate credit taken prior to completing the undergraduate degree may be applied toward the undergraduate degree. The graduate credit may be used as a substitution for required undergraduate courses only with the approval of the department chair or chief departmental advisor of the student's undergraduate program. All graduate hours applied to the undergraduate degree will be counted in the undergraduate grade point average, appear on the undergraduate transcript, and be used to determine graduation with honors. The combined undergraduate and graduate hours taken during any semester must not exceed 18.

I have reviewed the student's transcript and approve this request based on his/her senior standing and major GPA of at least 3.3.

**Approved:**

Chair or Chief Departmental Advisor (Major Department) \_\_\_\_\_ Date \_\_\_\_\_

Graduate Program Director \_\_\_\_\_ Date \_\_\_\_\_

Department Chair (Course Department) \_\_\_\_\_ Date \_\_\_\_\_

Current Major GPA: \_\_\_\_\_ Registrar's Office: \_\_\_\_\_ Date: \_\_\_\_\_

\*Attribute ACCL Needed/Loaded: \_\_\_\_\_ Date: \_\_\_\_\_ j:\undergradpermission.doc rev 07-27-2011