

Graduate-Level Course Exclusion Request

When an undergraduate student takes a graduate-level course (500/600), the student must fill the attached form and submit it to registrar and financial aid office before add/drop deadline to request such courses NOT to be counted towards his/her UGRD GPA, so that he/she may use these courses later for MS degree.

If this student is in BS/MS program, 9 credits of graduate-level courses will be double counted for BS and MS. These 9-credit courses must be declared at the time of BS degree conferral. The student does NOT need to fill this form for these 9-credit courses. However, if the student takes any other graduate-level courses beyond these 9 credits, he/she must also fill this form.

Student Name

Student ID

Semester Year

Course
Number/title

Course
Number/title

Course
Number/title

I hereby request that the above graduate-level course(s) be excluded from the UGRD cumulative credits and cumulative GPA because the course(s) will be preserved for later use toward the MS degree only.

Signature

Date

This form must be submitted to the Registrar's Office and Financial Aid Office by the add/drop deadline of the current semester when the above courses are taken.