

Graduate-Level Course Exclusion Request Form

Accelerated Bachelor's to Master's Program Students

This form is for undergraduate students in accelerated graduate programs (BA-MA; BS-MS; BA/BS-MBA) who wish to take graduate-level courses that count toward master's degree only.

Undergraduate students enrolled in one of these accelerated graduate programs are allowed to double-count some credits of graduate-level (500/600 level) and in some programs 400-level courses. These courses will count toward both BA/BS and MA/MS/MBA degree requirements. The form must be submitted for any graduate-level courses beyond those approved to double count, so the graduate course(s) is excluded from the undergraduate degree's cumulative credits and GPA. This action preserves them for later use toward the graduate degree only. **Students should NOT submit this form for double counting courses.**

Excluding a course may impact undergraduate financial aid and scholarship eligibility. Prior to submitting this form, it is imperative to discuss any potential implications with both your academic advisor (and/or graduate program director) and financial aid advisor (if appropriate).

This form must be submitted to your Dean's Office at least 48 hours before the add/drop deadline of the current semester when the excluded course(s) will be taken. The add/drop deadline, and other important dates, may be found on the academic calendar at <https://www.umassd.edu/academiccalendar/>. The Dean's Office must submit this form at <https://www.umassd.edu/ssc/> via "Submit an inquiry" for the Registrar's Office for processing. Retroactive requests will not be approved.

Student Last Name	Student First Name	Student ID

Major	Term/Year Admitted to Grad Program

Course(s) to be excluded from the UGRD career to count towards graduate degree only*

Course Subject/Number/Section	Term/Year Taken	Credits

Required Signatures

By signing this form, the student certifies that they have discussed this with their academic advisor and/or graduate program director (GPD) and financial aid counselor as appropriate.

	Printed Name	Signature	Date
Student			
GPD or Designee			
College Dean or Designee			