

UNDERGRADUATE STUDENTS WHO WISH TO ELECT GRADUATE COURSES

University of Michigan –Flint courses numbered 500 and above require graduate standing. Under exceptional circumstances, qualified* University of Michigan-Flint undergraduate students may elect a graduate level course.

1. Students with bachelor's degrees who are enrolled in the final year of their teacher certification program (TCP) may, with special permission, elect a graduate course. The course will not count toward their TCP requirements.
2. Students within nine (9) hours of completing the requirements for their bachelor's degree, who, in addition to electing their undergraduate coursework, wish to elect a graduate course, may do so with special permission. The graduate credit earned may not count towards their undergraduate degree requirements.
3. Students who have attained senior status may, with special permission, elect a graduate course to fulfill undergraduate degree requirements. Upon successful completion of the course, a memo will need to be sent from the student's academic department/program to the Office of the Registrar stating that the course counts towards the student's undergraduate degree requirements. A notation will be placed on both the undergraduate and graduate transcripts indicating that the course counts towards fulfillment of undergraduate degree requirements. The course will physically remain on the graduate transcript. Graduate courses used to meet undergraduate degree requirements may not be used to meet graduate degree requirements. (This does not apply to students enrolled in a joint undergraduate/graduate degree program.) Graduate courses taken to meet undergraduate degree requirements may not be reelected at the graduate level.

*Students must be in good academic standing.

Processes for Requesting Approval

1. Students must complete a *Request for Approval to Elect a Graduate Course* and provide a rationale as to why they wish to elect a graduate course, and obtain instructor's approval both on the form and the add/drop form. Students submit the form, and an add/drop form (with required information) to the chair/director of the academic department/program out of which they wish to elect the graduate course.
2. The chair/director reviews the request and indicates on the form whether s/he approves or denies the request. If the chair/director approves the request, s/he will send a memo along with the *Request for Approval to Elect a Graduate Course* and completed Add/Drop form to the Associate Provost/Dean of Graduate Programs for review. The memo will include:
 - a. Rationale for supporting the student's request.
 - b. Verification that the student is in good academic standing.
3. The Office of Graduate Programs will notify the student and academic chair/director whether or not approval has been granted.
4. If approval is granted, the university Registrar will be notified and sent the add/drop form for processing.
5. Transcripts for students who elect a graduate course to fulfill undergraduate degree requirements, will reflect the following:
 - a. Both the undergraduate and graduate transcripts will have a notation indicating the course was used to fulfill undergraduate degree requirements.
 - b. The course will remain on the graduate transcript however; the graduate credit hours will be zeroed out.

Students, granted approval, will be limited to electing a total of two graduate courses.

REQUEST FOR APPROVAL TO ELECT A GRADUATE COURSE

Name: _____

UMID: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____ E-Mail Address: _____

Program in which you are currently enrolled at UM-Flint: _____

Hours completed: _____ GPA: _____

Graduate course you wish to elect: _____

Semester: _____ Yr: _____ Instructor: _____

Please select one:

- I wish to elect the course for graduate credit.
- I wish to elect the course to fulfill undergraduate degree requirements.

In the space below, please state your rationale for electing a graduate course.

Signature: _____ Date: _____
Student

Signature: _____ Date: _____
Instructor

Request Approved: _____ Denied: _____

Signature: _____ Date: _____
Chairperson/Director of Academic Program/Department

Request Approved: _____ Denied: _____

Signature: _____ Date: _____
Associate Provost/Dean of Graduate Program