To be allowed to take graduate courses, an undergraduate student **MUST be a senior^ with a minimum cumulative GPA of 2.75^^**, and the student must receive the permissions below (See Part II). Prior to taking the course, it is the student's responsibility to consult with the general advisor for his or her undergraduate major to make sure that the course will count for the "undergraduate purpose" which he or she indicated on this form (See Part I).

~ **In general** (except for the Accelerated 4+1 programs), please note that an undergraduate student at The Grove School can take engineering/computer science graduate courses for graduate credit if the course WILL NOT be used towards his or her undergraduate degree *(additional charges may apply)**. Students who plan to take a graduate course for graduate credit should consult with Grove's Graduate School at graduateengineering@ccny.cuny.edu (or the applicable department graduate advisor) prior to completing this form and enrolling for the graduate course in order to get written confirmation that the course indicated can be applied towards the student's future graduate degree (including a time line on the applicability of the course towards the student's future graduate degree requirements). Admissions into an applicable 4+1 program after taking (a) graduate course (s) as an undergraduate student does not automatically mean that such graduate course (s) can apply towards the 4+1 program (unless explicitly approved to this effect by Grove's Graduate Dean).

****

Part I. (To be completed by the student)

NAME: _____ _____   **EMPL ID:** _____
          Last Name   **First Name**

PHONE #: _____   **EMAIL:** _____

CURRENT GPA: _____   **SEMESTER:** _____

Graduate Course Name (& Number): _____

Purpose (check one): ◯ **Undergraduate Elective Course (Type:** _____ **)**
               ◯ **Undergraduate Course Substitution (Original Course:** _____ **)**

If applies, please check: ◯ **Graduate Credit* (may be used towards applicable graduate degree at Grove)**
               *Please pay attention to tuition and fee charges.
               ~ Grades that are lower than a "B" are not transferable.
               ~ No more than 6 credits of applicable graduate courses taken
                 while being an undergraduate may be able to be applied towards a graduate degree.
               {Some Accelerated 4+1 Option programs permit up to 12 applicable graduate credits (4 courses) to be applied {once the student is officially accepted into the respective 4+1 program (which ^may not require senior status and ^^may require a higher GPA).}

****

Part II. (To be completed by the respective officials;
    please PRINT your name in the indicated parenthesis and SIGN in space provided)

Approved: _____   **Date:** _____
    Department General Advisor (**)**

Approved: _____   **Date:** _____
    Chair of department offering course (**)**

Approved: _____   **Date:** _____
    Assistant Dean, Undergraduate Affairs (Rawlins Beharry)

Approved: _____   **Date:** _____
    Associate Dean, Graduate Studies (Ardie Walser)

For use of course towards a graduate degree, the course must not be used to satisfy financial aid eligibility.