



Registrar

**UNDERGRADUATE STUDENTS
PERMISSION TO ENROLL IN GRADUATE COURSE:**

The student should submit this form to Jay Express after it has been signed by the Graduate Program Director.

Requirements for undergraduate students taking graduate-level courses:

- Must be a Senior in their undergraduate degree program
- Must have a minimum cumulative GPA of 3.0
- May enroll in only one graduate course per semester – **for a maximum of two graduate courses**

Student EMPLID#: _____

Student Name: _____

Requested Registration Term: _____ **Session:** _____

Course #: _____ **Course Name:** _____
(E.g. CRJ 715)

Course Section: _____ **Unique Course Code:** _____
(E.g. 01) *(E.g. 3119)*

List the graduate course(s) you have previously taken or are currently taking as of today's date:

Course Number	Course Name	Prof.	Semester	Grade
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

REQUIRED GRADUATE STUDIES APPROVAL:

This undergraduate student's CUNYfirst record was reviewed to ensure they meet the requirements specified above.

Graduate Program Director

Name: _____ **Signature:** _____ **Date:** _____