THE GRADUATE SCHOOL
MONTCLAIR STATE UNIVERSITY
PERMISSION TO ENROLL
FOR A MSU UNDERGRADUATE TO ENROLL IN GRADUATE COURSES

This form must be completed and permission must be obtained from the course instructor, chairperson of
the department in which the course is offered, and The Graduate School prior to registration.

Name: ___________________________________________ Student CWID: __________________________

Semester course will be taken: _____ Fall _____ Spring _____ Summer ______ Year: _______________

Anticipated Graduation Date: ___________________ Major: _______________________________________

I am requesting the Graduate course(s) be used for: ______ Undergraduate Credit* ______ Graduate Credit
*The Department must submit a credit adjustment to The Office of the Registrar indicating which undergraduate
requirement is being replaced.

GRADUATE COURSE(S) REQUESTED TO BE TAKEN:

Course Title: ____________________________ Course title: ____________________________

Full Course Number: ____________________________ Full Course Number: ____________________________

Reason for this request: ________________________________________________________________

Student Signature: ___________________________________________ Date: ________________

THE GRADUATE SCHOOL VERIFICATION Student must obtain this verification and then bring form to
academic dept.

The Graduate School verifies that on (Date) ____________ this student has earned ________ credits and has a GPA of ________.

This meets or exceeds the requirements of 105 semester hours (completed and current) and a GPA of 3.0. ________________

The Graduate School

DEPARTMENT RECOMMENDATION
Your signature below indicates that you have reviewed the student’s GPA, credits earned and reason for the request
and recommend this student registering for the class(es) listed above.

Course Instructor: ____________________________ Date: ________________

Department Chairperson: ____________________________ Date: ________________

THE GRADUATE SCHOOL APPROVAL/DENIAL

_____ Approve (forward to Registrar’s Office, student, department, file)  _____ Denial (return to student, copy department, file)

TGS Signature: ____________________________ Date: ________________
Undergraduate Students Enrolling in Graduate Courses

Undergraduate students may be allowed to enroll in certain 500-level courses for a maximum of 6 credits. These credits may be used toward undergraduate or graduate programs. The following conditions apply:

1) A student must have an undergraduate GPA of at least 3.0, have completed 105 semester hours of coursework as verified by The Graduate School, and have completed any prerequisites, prior to the start of the semester in which the graduate course will be taken. These requirements do not apply to “swing” credits taken by students in a combined bachelor’s / master’s program (“4+1”) for graduate courses which are approved in their program of study. Students in 4+1 programs who want to take additional grad courses, must complete the form to petition for an exception. Such exceptions will be rare.

2) Undergraduate students must complete the request form, obtain GPA and credit verification and recommendation of the academic department & instructor and submit it to The Graduate School. If The Graduate School approves, it will inform the Registrar’s Office whether the graduate course is being used for undergraduate or graduate credit; and appropriate charges will be made to the student’s account.

3) Then the Department can submit the permit for the undergraduate student to register for the graduate course through NEST. Departments cannot submit a permit for registration prior to receiving The Graduate School’s approval. Approval will not be given retroactively.

4) Courses taken by undergraduates for graduate credit are not eligible for financial aid and will not be used in aid calculation. The student must agree to be charged graduate tuition rate for any course(s) taken for graduate credits.

5) Courses taken for undergraduate credit will remain on the undergraduate record and will not be moved to the graduate record retroactively.

Please note the following:

This form is a request for approval; all steps must be completed; it is the student’s responsibility to track whether he/she has been granted approval for graduate credit.

Approval to enroll in graduate courses does not guarantee future acceptance into a graduate program.

MSU is not legally permitted to retroactively change the course status (graduate/undergraduate) for a previous semester in which undergraduate financial aid was received.

Student Signature affirms understanding of terms above

Student Signature ___________________________          Date _____________________