CRITERIA

Student must be an undergraduate senior, having completed a minimum of 90 units. Student must have an overall GPA of 3.0 or better in her/his last 60 units.

STUDENT INSTRUCTIONS

1. Complete the requested information below.
2. Obtain a copy of your current transcript from the web portal and attach it to this form.
3. Obtain the signature of the instructor along with the schedule number and add code.
4. Bring completed form to the Division of Graduate Affairs for approval and signature.
5. The completed and approved form will be forwarded to the Registrar’s Office.

(TYPE OR PRINT CLEARLY)

Semester/Year

Date ______________  Spring ________  Summer ________  Fall ________

RED ID __________________

Last Name ____________________  First ________  MI ________

Dept/Course # __________________  Schedule # __________

GRADUATE INSTRUCTOR

By your signature below you indicate you have verified the student is eligible for your class based on the criteria listed above and you approve his/her taking this class. Current GPA _________

Print Instructor’s Name __________________  Instructor’s Signature __________________  Date __________

DIVISION OF GRADUATE AFFAIRS

☐ Approved  ☐ Denied

Comments ____________________________

Graduate Dean/Designee Signature __________________  Date __________