

SAN DIEGO STATE UNIVERSITY  
Division of Graduate Affairs  
SSE 1410 (619) 594-5213  
grad.sdsu.edu  
gra@mail.sdsu.edu

# Undergraduate Request Form to Enroll in Graduate Level Courses (Courses 600-700)

## 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 \_\_\_\_\_