

SOUTH DAKOTA STATE UNIVERSITY

Registrar's Office
 ESC Box 511A
 Brookings, SD 57007
 Phone: 605-688-6195
 Fax: 605-688-6384



REQUEST TO USE GRADUATE CREDIT TO FULFILL UNDERGRADUATE DEGREE REQUIREMENT

This form is used to request a graduate level course to fulfill an undergraduate degree requirement as allowed by SDBOR Policy 2.4.2 and University Policy 2:22. Each course requires a separate request form. A maximum of 12 graduate credits may be applied to undergraduate degree requirements.

**Attach a completed copy of the Senior Permit form.
 Complete this form before registering for the course.**

Step 1. To be completed by student.

Date: _____

Student Name: _____

Student ID: _____ Student Major: _____

Directions: List graduate course and the undergraduate degree requirement for which you are requesting approval. If the graduate course is a substitution for a required undergraduate course, also list that course. COURSE SUB

GRADUATE				(course prefix, number, title)
			Major College Elective Minor	

Step 2. University Approvals

___ Approve ___ Deny _____
 Advisor Signature Date

 Department Head Signature Date

___ Approve ___ Deny _____
 Dean or Designee of Student's College Signature Date

Submit completed form to the Registrar's Office.
 Student is notified when the course is approved for fulfilling the undergraduate degree requirement.
 Student is notified when the course has been added to the undergraduate academic transcript.