

## Approval for Graduate Credit

An undergraduate student who has earned 90 hours of course credit and who has at least a 3.0 GPA in their major subject courses may enroll for courses carrying graduate credit, subject to the approval and certification of an acceptable grade point average by the dean of the instructional college and the approval of the dean of the Graduate School. No course taken without this approval may be counted for graduate credit. Students may not receive both graduate and undergraduate credit for the same course, except for up to 9 hours when admitted into an approved combined/accelerated baccalaureate – master’s degree program. The maximum amount of work that may be scheduled by an undergraduate taking courses for graduate credit is 16 hours in a long semester or 6 hours in a summer term, inclusive of both undergraduate and graduate work.

**Student R#:**

**Student Name:**

**Current College:**

**Year of Course Enrollment:**

**Semester of Course Enrollment:**

**Fall**

**Spring**

**Summer I**

**Summer II**

Department	Course Prefix and Number	CRN

**Student Signature:**

**Date:**

**ACKNOWLEDGED:**

**Undergraduate Academic Advisor**

**Date:**

signature only implies knowledge of this request, not approval

**Printed Name of Undergraduate Academic Advisor**

**APPROVED:**

**Undergraduate Academic Dean**

**Date:**

**Printed Name of Undergraduate Academic Dean**

**Academic Instructional Dean**

**Date:**

only required if course is outside of student’s college

**Printed Name of Instructional Dean**

**Graduate Dean’s Signature**

**Date:**

Please submit this document to the Graduate School Enrollment Services Sharepoint portal or to the Sharepoint contact of your department for processing.

For additional information or assistance, please contact the graduate school at: [em\\_gradschool@ttu.edu](mailto:em_gradschool@ttu.edu) or (806) 742-2787