

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.

GRADUATE COURSE (course prefix, number, title)	NO. OF CREDITS	TERM OF COMPLETION	UG DEGREE REQUIREMENT (circle one)	COURSE SUBSTITUTION (course prefix, number, title)
			Major College Elective Minor	

Step 2. University Approvals

___ Approve ___ Deny _____
Advisor Signature Date

___ Approve ___ Deny _____
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.