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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **The Graduate School**  [**gradrecords@stonybrook.edu**](mailto:gradrecords@stonybrook.edu)  **The School of Professional Development**  [**spd@stonybrook.edu**](spd@stonybrook.edu%20%20%20%20%20%20%20%20%20%20%20%20)  **Permission for Undergraduate Students (not Accelerated or Combined students)**  **to Enroll in Graduate Course** | | | | | | | | | |
| Name: | | | | | | | SBU ID Number  **- -** | | Current Phone number with area code  **( ) -** |
|  | | | | | | | | | |
| *If you have been accepted into a Master’s program and take more than six graduate credits while you are an Undergraduate, only six graduate credits will count towards your graduate degree. There are no exceptions to this policy.* | | | | | | | | | |
| *If you are in an Accelerated or Combined Bachelor’s/Master’s program this is not the correct form. You must use the Permission for Undergraduate Students in an Accelerated Degree Program to Enroll in Graduate Courses form for those requests.* | | | | | | | | | |
|  | | | | | | | | | |
| **Course Information** | | | | | | | | | |
| (circle one) | | **Fall** | **Spring** | | **Summer** | **20\_\_\_\_\_\_** | | | |
| **Course 1** | | | | | | | | | |
| **5 Digit Code, Dept & # (12345, PHY 500)** | | | | **Course Title** | | | | | |
| **Credits** | | | | **Instructor’s Signature** | | | | | |
| **Course 2** | | | | | | | | | |
| **5 Digit Code, Dept & # (12345, PHY 500)** | | | | **Course Title** | | | | | |
| **Credits** | | | | **Instructor’s Signature** | | | | | |
|  | | | | | | | | | |
|  | **Check one from below:**  I have been accepted for graduate study at Stony Brook for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_semester of 20\_\_\_\_\_\_\_\_\_\_\_. I understand that up to 6 graduate credits may be applied to my graduate degree and that these credits will not be counted towards my undergraduate degree. I further understand that all graduate courses taken at Stony Brook will be used in the calculation of my graduate grade point average.  **(A copy of the admission letter must be attached to this request for it to be processed.)** | | | | | | | | |
|  | I am **not** enrolled in an accelerated degree program nor have I been accepted for graduate study at Stony Brook. I understand that graduate credits taken prior to earning my bachelor’s degree **may not be applied toward a graduate degree at Stony Brook**. I understand that a maximum of **six graduate credits may be applied toward my undergraduate degree**. | | | | | | | | |
| **Signature of Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

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| **Graduate Program Director’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_** |
| **For Graduate School & School of Professional Development Use Only:**   * **Denied & Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_** * **Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_­­\_\_\_\_\_\_\_\_** |
| ***After approval, bring or email completed form to the Registrar’s Office for final processing.*** |

Graduate School: 2401 Computer Science Bldg.

School of Professional Development: 2321 Computer Science Bldg.

It is the policy of the Graduate School & School of Professional Development to abide by University,

Federal, and state laws. For more information on our policies, visit the Graduate Bulletin.