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|  **The Graduate School****gradrecords@stonybrook.edu** **The School of Professional Development**[**spd@stonybrook.edu**](spd%40stonybrook.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 **( ) -**  |
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| *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.* |
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| **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.