



## ACCELERATED GRADUATE PROGRAM COURSE REQUEST FORM

This form must be completed with all required signatures before a student may be enrolled in a shared course. Once all signatures are obtained, the Undergraduate Program's Office Manager may create a "Z"-Section (Shared Course) for the undergraduate student.

### ELIGIBILITY AND REQUIREMENTS:

- Undergraduate Student must be accepted to an Accelerated Graduate Program to use this form.
- This form must be signed by the Undergraduate Advisor, the Graduate Coordinator and the Graduate School Dean.
- Shared credit courses may not apply to established core requirements at the 1000, 2000 or 3000 levels; shared coursework cannot count toward undergraduate degree requirements at these levels.
- Shared coursework can be applied to undergraduate major core requirements, major elective options, or other university elective requirements for courses numbered 4750 and above.
- Shared courses will appear on the undergraduate transcript, and the shared credit will be noted on the graduate transcript following the student's first semester as a graduate student.
- The course will only count in the student's undergraduate GPA.
- Students may not take more than the approved number of shared credit courses per program.
- Undergraduate students taking courses in the accelerated graduate program must earn a grade of B or higher in these courses to remain in the accelerated program.

To **CREATE Z-COURSE**, the **UNDERGRADUATE ADVISOR** should complete the following:

<b>STUDENT NAME:</b>		<b>STUDENT ENUNBER:</b>	
<b>UG PROGRAM:</b>		<b>GRAD PROGRAM:</b>	
<b>SHARED CREDIT COURSE(S) INFORMATION</b>			
<b>DEPARTMENT</b>	<b>COURSE NUMBER</b>	<b>CREDIT HOURS</b>	<b>SEMESTER/YEAR</b>

**PLEASE SIGN AND DATE. ALL SIGNATURES REQUIRED FOR APPROVAL:**

<b>UNDERGRADUATE ADVISOR:</b>		<b>DATE</b>
<b>GRADUATE COORDINATOR:</b>		<b>DATE</b>
<b>GRADUATE SCHOOL DEAN:</b>		<b>DATE</b>

<b>For Office Use Only: STUDENT ACCEPTED INTO ACCELERATED PROGRAM?</b>		<b>YES</b>	<b>NO</b>		
<b>NOTIFICATIONS:</b>	<b>STUDENT</b>	<b>CHAIR</b>	<b>GRAD COORD</b>	<b>GRAD CERT OFFICER</b>	<b>UG ADVISOR</b>