



The College of New Jersey
Office of Records and Registration
P.O. Box 7718, Ewing, NJ 08628-0718
Phone: (609)771-2141 Fax: (609)637-5184

Undergraduate Student Enrollment in a Graduate Course

Last Name: First Name: MI: PAWS ID:

Phone: TCNJ E-Mail: Major

Cumulative GPA (3.0 or higher) Units completed (at least 24)

**I am seeking enrollment in
a graduate course for:**

☐ **undergraduate credit**
(1 unit UGRD).

☐ **graduate credit** (0.75 unit
XGC excluded UGRD/3 credits
GRAD).

☐ **undergraduate & graduate credit.**
(double counting: 1.00 unit UGRD and
3 credits transfer GRAD)

I understand that, with permission, I may take two graduate courses as an undergraduate student (or three if I am in the Special Ed, Deaf Ed, Urban Ed, or English five year program or four if I am in the Public Health 4+1 program*) and am hereby requesting permission to enroll in the graduate course(s) for under/graduate credit during the (check one):

☐ Fall ☐ Winter ☐ Spring ☐ Summer I ☐ Summer II ☐ Summer III ☐ Summer Special Year

Course Code Authorized at Graduate Level	Course Title

Any 3 credit TCNJ graduate courses counted toward a TCNJ undergraduate degree (whether double counting toward a graduate degree or not) will count as 1 unit of undergraduate credit. Graduate course syllabi will specify that undergraduates taking the course for undergraduate credit will satisfy their fourth hour through the high level of reading and other work expected in the course.

Any grades earned in TCNJ graduate courses that are counted toward a TCNJ undergraduate degree will only be factored into the undergraduate GPA. When these courses are double counted toward a TCNJ graduate degree, they will be listed as "T" on the graduate transcript, and the grade will not be factored into the graduate GPA.

Student Signature

Print Name

Date

I recommend approval of this request:

Undergraduate Academic Advisor

Print Name

Date

Major Department Chairperson Signature

Print Name

Date

Graduate Program Coordinator Signature

Print Name

Date

School Dean Signature*

Print Name

Date

*Dean's signature not required in cases of 5 year or 4+1 programs, unless the student will need approval for an overload.

Submit form to the Office of Records and Registration, Green Hall 112.

Office Use Only: Graduate Credit Only - exclude (XGC) from undergraduate record and add transcript note. ☐