



Graduate Course Enrollment Approval Form

Undergraduate Program Office, C140 PBB
students.tippie.uiowa.edu/undergraduates
 319-335-1037

(Undergraduate Enrollment in Graduate Level Courses)

Students may enroll in on-campus graduate-level courses (excluding 06N prefix courses) if they have a 3.0 University of Iowa GPA, a 3.0 cumulative GPA, approval from the instructor, their department, and the Undergraduate Program Office. All graduate-level courses taken will count towards the 120 hours required for the B.B.A and will also count in the UI, UI BUS, BUS, and CUM GPAs. Depending on approval the course may also count in various major GPAs. Permission from the Department Executive Officer (DEO) is required before a graduate-level course can be counted towards the major and in the major GPA. It is the student's responsibility to obtain permission and to inquire about possible duplication with other undergraduate coursework. Undergraduate students will be assessed at the undergraduate rate for any on-campus graduate course in which they enroll. *Undergraduate students may not enroll in off-campus graduate courses.* Students who intend to pursue a graduate degree should contact the MBA Program, or the program office of the institution in which they will be enrolling, to inquire about the ramifications of taking graduate coursework as an undergraduate.

Instructions:

Please complete the information below (please use one form per course), obtain the necessary approvals, and submit the form to the Undergraduate Program Office **PRIOR** to enrolling in the course. A copy of the form will be provided to the student and a copy will be kept on file in the Undergraduate Program Office. **Students will be notified of final approval via email within 10 working days from the date of submission to the Undergraduate Program Office.**

Student Information:

Name: _____	University ID Number: _____
Phone: () _____	E-mail Address: _____@uiowa.edu
University of Iowa cumulative GPA: _____	Cumulative GPA: _____

Course request information: (Use one form per course)

(Dept. Prefix)	(Course Number)	(Course Title)	(Section #)	(Semester/Year)
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Required Approvals:

Instructor: _____ Date: _____
 (signature)

Graduate Program Approval: _____ Date: _____
 (signature)

Department Executive Officer (DEO): please check the appropriate boxes below and sign
(Department Executive Office of the student's major)

- Count the course towards the student's major as an elective Yes No
- Use the course to replace a required major course: Yes No
- Duplication with other department courses (if yes, please note course) Yes No

DEO: _____ Date: _____

Undergraduate Program Office: _____ Date: _____
 (staff member approving)