

**UNIVERSITY OF ARKANSAS  
GRADUATE SCHOOL  
50 STONE HOUSE NORTH**

**PLEASE NOTE: THIS MUST BE PROCESSED BEFORE THE COURSE BEGINS.**  
This form does **NOT** override closed classes, time conflicts or requisites.

**MEMORANDUM**

**TO:** Dean of the Graduate School

**FROM:** \_\_\_\_\_  
(Student's Advisor) (**PRINT**) \_\_\_\_\_ (Advisor's Signature)  
\_\_\_\_\_  
(Department)

**SUBJECT: Request for Graduate Credit for an Undergraduate Course (3000 or 4000 level)**

**3000-Level Course:** Courses numbered at the 3000-level may be taken by graduate students for graduate credit only when the courses are **NOT** in the student's major area of study and when the courses have been approved by the Dean of the Graduate School for graduate credit in the student's program. No more than 20 percent of the graded course work in the degree program may be comprised of 3000-level courses carrying graduate credit.

**4000-Level Course:** Because 4000-level courses can carry dual level credit, a 4000-level course which has specially been created to carry **ONLY** undergraduate credit must be individually petitioned to carry graduate credit.

This is recommend that \_\_\_\_\_ (Student) \_\_\_\_\_ (U of A ID Number)  
e-mail: \_\_\_\_\_@uark.edu

be authorized to take the following 3000 or 4000-level course for graduate credit as part of the requirement for the \_\_\_\_\_ degree.

Semester	Subject	Catalog #	ISIS Class #	Variable hrs. (If applicable)	Course Title
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**ENDORSEMENT**

I recognize that the above named graduate student is authorized to take the specified course for graduate credit and that I will make appropriate adjustments in assignments and grading scales. \*

I certify that I am a member of the Graduate Faculty, University of Arkansas, Fayetteville. \*

\_\_\_\_\_  
(Instructor) (**PRINT**) \_\_\_\_\_ (Instructor's Signature \*) \_\_\_\_\_ (Date)

**\*Your signature certifies that the student was taught at the graduate level and that you have graduate faculty status.**

**APPROVAL**

\_\_\_\_\_  
Office of the Graduate Dean \_\_\_\_\_ (Date) *updated 08/2011*