

**WESTERN CONNECTICUT STATE UNIVERSITY**  
**UNDERGRADUATE PERMISSION TO TAKE A GRADUATE COURSE**  
**Office: 203-837-8243      Fax: 203-837-8326**

***TO BE COMPLETED BY STUDENT:***

Name: Last \_\_\_\_\_ First \_\_\_\_\_

Student ID # \_\_\_\_\_

Major: \_\_\_\_\_ Telephone # \_\_\_\_\_

I Request Permission To Take: \_\_\_\_\_  
(dept) (course #) (title of course)

In the: Fall 20\_\_ Spring 20\_\_ Summer 20\_\_ Intersession 20\_\_ (Jan ) (Mar )

Course to be used for: Graduate Credit \_\_\_\_\_ Undergraduate Credit \_\_\_\_\_

***TO BE COMPLETED BY THE W.C.S.U. REGISTRAR'S OFFICE:***

Student is a member of the Senior Class: Yes \_\_\_\_\_ No \_\_\_\_\_

Cumulative Grade Point Average to Date: \_\_\_\_\_

\_\_\_\_\_  
Registrar's Signature

\_\_\_\_\_  
Date

***REQUIRED SIGNATURES (in order):***

Approval of Instructor: Yes \_\_\_\_\_ No \_\_\_\_\_ Signature/Date: \_\_\_\_\_

Approval of Dept. Chair: Yes \_\_\_\_\_ No \_\_\_\_\_ Signature/Date: \_\_\_\_\_

Approval of School Dean: Yes \_\_\_\_\_ No \_\_\_\_\_ Signature/Date: \_\_\_\_\_

Approval of Graduate Office: Yes \_\_\_\_\_ No \_\_\_\_\_ Signature/Date: \_\_\_\_\_

Directions: (This form is for W.C.S.U. undergraduate students only)

Step One: Complete name/course information.

Step Two: Go to the Registrar's office and have your GPA verified.

Step Three: Get the required signatures in the above order.

Step Four: Register for the graduate course in the Office of Graduate Studies located on  
the 1st floor of Old Main, Suite #101 or [graduateadmissions@wcsu.edu](mailto:graduateadmissions@wcsu.edu)