

SPECIAL PERMISSION TO ENROLL IN A GRADUATE COURSE AT APPALACHIAN

There are three basic situations in which a student may obtain special permission to enroll in a graduate level course without being admitted to a graduate degree or certificate program. Below are brief descriptions and the required qualifications for each of these situations.

The attached form must be completed with all required signatures and submitted to the Graduate School in 232 John E. Thomas Hall before the end of drop/add in the term of enrollment. This form is valid for a single term. Additional enrollment in future terms must be established through the submission of a new form for each term.

SENIOR UNDERGRADUATE STUDENT WISHING TO ENROLL IN A GRADUATE COURSE

Undergraduates may, with written permission from the course instructor, chairperson of the department offering the course, and the Graduate School, be permitted to take graduate courses provided the following conditions are met:

- 1) You have completed at least 90 hours before the term of enrollment (i.e., you will be a senior)
- 2) You have a 3.0 GPA

Note that no more than 12 hours of coursework taken this way can count on a later graduate program of study, and only if those hours were **not** used to meet a baccalaureate degree requirement.

INTERNATIONAL EXCHANGE STUDENT WISHING TO ENROLL IN A GRADUATE COURSE

International exchange students may, with written permission from the course instructor, chairperson of the department offering the course, and the Graduate School, be permitted to take graduate courses. The Graduate School may request to review a copy of the transcript(s) on file with the Office of International Education and Development prior to granting approval for enrollment.

GRADUATE NON-DEGREE STUDENT WISHING TO ENROLL IN A GRADUATE COURSE

To be eligible to take a graduate level course(s) as a graduate non-degree student, you must already have completed a baccalaureate degree from an accredited institution. No more than 9 credit hours of non-degree course work can be counted on a graduate degree or certificate Program of Study should you apply to and be admitted to a graduate degree **or** a graduate certificate program in the future.

If you have not been previously enrolled as a graduate non-degree student then you must also apply to the Graduate School for graduate non-degree student status with the University. Go to the online Graduate School application site, create an account, and then apply as a non-degree student. Application Link: <http://www.gradadmissions.appstate.edu>

Students who have previously enrolled at Appalachian as graduate level non-degree students may submit a Data Sheet to the Registrar's Office to re-activate their graduate non-degree student status. The Data Sheet is available directly from the Registrar's Office or as a PDF online under Electronic Forms on the Registrar's Office site: www.registrar.appstate.edu.

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NAME: _____

BANNER ID: _____

APPSTATE.EDU EMAIL: _____

PHONE: _____

CHOOSE THE SPECIFIC SITUATION (select 1)

_____ **SENIOR UNDERGRADUATE STUDENT IN A GRADUATE COURSE**

Must have at least a 3.0 undergraduate GPA and be a rising senior (i.e., have completed 90 hours).

_____ **INTERNATIONAL EXCHANGE STUDENT IN A GRADUATE COURSE**

Must either be considered a senior undergraduate, OR hold the equivalent of a bachelor's degree.

Name and title of bachelor's degree and university: _____

Name and signature of OIED staff approving enrollment: _____

_____ **GRADUATE NON-DEGREE STUDENT IN A GRADUATE COURSE**

Must be admitted as non-degree student (<http://www.gradadmissions.appstate.edu>) before form can be processed.

LIST THE GRADUATE COURSES TO BE TAKEN (complete an additional form if requesting 3 courses)

COURSE: _____ PREFIX, NUMBER AND SECTION	CRN* (COURSE REFERENCE NUMBER): _____	
<i>* If course does not have a CRN, a special course form with appropriate signatures must be attached</i>		
TERM, YEAR: _____		
INSTRUCTOR: _____		
NAME (PRINTED)	SIGNATURE	DATE
DEPT CHAIR: _____		
NAME (PRINTED)	SIGNATURE	DATE
GRAD SCHOOL APPROVAL: _____		

COURSE: _____ PREFIX, NUMBER AND SECTION	CRN* (COURSE REFERENCE NUMBER): _____	
<i>* If course does not have a CRN, a special course form with appropriate signatures must be attached</i>		
TERM, YEAR: _____		
INSTRUCTOR: _____		
NAME (PRINTED)	SIGNATURE	DATE
DEPT CHAIR: _____		
NAME (PRINTED)	SIGNATURE	DATE
GRAD SCHOOL APPROVAL: _____		

**SUBMIT SIGNED FORM TO THE GRADUATE SCHOOL; 232 JOHN E. THOMAS HALL
BEFORE THE END OF DROP/ADD IN THE TERM OF ENROLLMENT**

**If this form is approved by the Graduate School it will be forwarded to the Registrar,
and you will be added to the listed section(s).**

If there is an issue with your enrollment, we will email your Appalachian email account.