

**UNDERGRADUATE CREDIT FOR 4000/3000 ASTERISK COURSES**



**Instructions:** This form is intended for graduate students taking 4000 or 3000 level courses which are approved for graduate credit and who do not wish to earn graduate credit for them. Complete this form and submit it to the Graduate College prior to the end of the second week of courses in which this action is desired.

**Date** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Name** \_\_\_\_\_  
*Last Name* *First Name* *Middle*

**Address** \_\_\_\_\_  
*Street or Box No.* *City* *State* *Zip Code*

**Degree (MS, MA, EdS, EdD, PhD):** \_\_\_\_\_ **Major subject for the degree** \_\_\_\_\_

**Major Department:** \_\_\_\_\_ **Option or Specialization:** \_\_\_\_\_

**The following request is for** (identify semester and year):

**COURSES (INCLUDING 3000\* AND 4000\*) TO BE TAKEN FOR GRADUATE CREDIT THIS SEMESTER**

Prefix	Course Number	No. of Credits	Course Title

Total *GRADUATE* credits \_\_\_\_\_

**COURSES (3000\* AND 4000\*) REQUESTED FOR UNDERGRADUATE CREDIT**

Prefix	Course Number	No. of Credits	Course Title	Instructor Acknowledgement*

Total *UNDERGRADUATE* credits \_\_\_\_\_

*\* The signature of the course instructor is required for any 3000\* and 4000\* courses for which you wish to receive undergraduate credit.*

The courses listed above represent my final schedule for the upcoming semester. I understand that by submitting this form I will not receive graduate credit for the requested undergraduate courses, that I will not be able to use these courses on a plan of study for a graduate degree or certificate, that I will be graded as an undergraduate in the course, and that I will be expected to do the work required of an undergraduate in the course.

**Date:** \_\_\_\_\_ **Student Signature:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Graduate Advisor/ PHONE NUMBER**

**Approved:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Dean, Graduate College**

## Undergraduate Credit for 4000/3000 Asterisk Courses

This form is for graduate students who wish to enroll in courses for undergraduate credit. Some 4000 and 3000 level courses are approved for graduate students to take for graduate credit; these courses are noted with an asterisk (\*) in the OSU Catalog. It is recognized that some graduate students wish to participate in such courses and do not wish to include the courses or can not include the courses as part of their graduate curriculum.

- 1) **This form must be completed and turned into the Graduate College by the end of the second week of the semester in which the undergraduate level courses are taken** (or by the end of the 1<sup>st</sup> week of a summer session).
- 2) This form is to request undergraduate course credit while a student is enrolled as a graduate student at OSU.
- 3) The requested undergraduate courses identified on this form will not be used to meet requirements for a graduate degree.
- 4) Completing this form means that the student wishes to be graded with the same criteria used for undergraduates in the course; no extra work is required – which would normally be required for a graduate student in the course.
- 5) Approved undergraduate courses will not impact the semester GPA, the overall GPA listed on the transcript, or the graduate Plan of Study GPA.
- 6) Courses at the 5000 level or above must be completed for graduate credit and are not eligible for consideration as non-graduate courses.

Please contact the Graduate College with any questions regarding this form:

Graduate College  
202 Whitehurst  
Stillwater, OK 74078  
TEL: 405-744-6368  
FAX: 405-744-0355  
Email: [grad-i@okstate.edu](mailto:grad-i@okstate.edu)