



Old Dominion University  
 Office of the University Registrar  
 1009 Alfred B. Rollins, Jr. Hall  
 Norfolk, VA 23529  
 757-683-4425 FAX: 757-683-5357  
 e-mail: [register@odu.edu](mailto:register@odu.edu)

# REQUEST OF ODU UNDERGRADUATE TO TAKE GRADUATE COURSES

**This form can only be used when registering for classes.  
 It cannot be used to change registration from UG to GR level retroactively for prior terms.**

Student's Name: \_\_\_\_\_

*Last First Middle/Maiden*

University ID Number (UIN): \_\_\_\_\_

Expected date of graduation: \_\_\_\_\_ Major: \_\_\_\_\_ Semester: \_\_\_\_\_

Course(s) requested for graduate credit: (SUBJ/CRSE#/CRN/Title):

1) \_\_\_\_\_

2) \_\_\_\_\_

**NOTE: Students must have the permission of the course instructor to register for courses that are closed or have co/prerequisites or college / major restrictions, AND/OR if the student is in a non-linked program.**

CLOSED CLASS \_\_\_\_\_  CO-REQ \_\_\_\_\_  PRE-REQ/TEST SCORE \_\_\_\_\_  MAJOR RESTR \_\_\_\_\_  NON-LINKED PROGRAM \_\_\_\_\_

Approved: 1) \_\_\_\_\_ 2) \_\_\_\_\_

Course Instructor

Date

Course Instructor

Date

**Please complete above and ❶ or ❷ below as appropriate  
 and submit completed form to Office of the Registrar**

**❶ Undergraduate student enrolled in linked graduate degree program at ODU:** May take up to 21 hours of graduate credit that can be applied toward the undergraduate degree. Of these 21 hours of graduate credit, up to 12 can be applied toward both the undergraduate and graduate degrees. This option is available only to those students who have satisfied all admission and continuation requirements of the specific linked programs.

*Please refer to the University Catalog at <http://catalog.odu.edu> for a list of approved linked programs.*

The student has applied for graduate admission or is currently pursuing a linked degree and has a cumulative undergraduate GPA of at least 2.0 (3.0 in graduate work).

Linked Program: \_\_\_\_\_

**Required Approvals:**

Undergraduate Major Advisor \_\_\_\_\_ Date \_\_\_\_\_

Graduate Program Director \_\_\_\_\_ Date \_\_\_\_\_

**OR**

**❷ Undergraduate student with senior standing but not enrolled in program with a linked degree option:** An ODU undergraduate degree-seeking student with **senior standing** and a **3.3 or better grade point average in the major field of study** may be allowed to take up to 12 hours of graduate course work for graduate credit. Up to 6 hours of graduate credit taken prior to completing the undergraduate degree may be applied toward the undergraduate degree. The graduate credit may be used as a substitution for required undergraduate courses only with the approval of the department chair or chief departmental advisor of the student's undergraduate program. All graduate hours applied to the undergraduate degree will be counted in the undergraduate grade point average, will appear on the undergraduate transcript, and will be used to determine graduation with honors. The combined undergraduate and graduate hours taken during any semester must not exceed 18. Students completing this section must obtain a signature from the instructor teaching the course.

I have reviewed the student's transcript and approve this request based on his/her senior standing and major GPA of at least 3.3.

**Required Approvals:**

Chair or Chief Departmental Advisor (Major Dept) \_\_\_\_\_ Date \_\_\_\_\_

Graduate Program Director (Course Dept) \_\_\_\_\_ Date \_\_\_\_\_

Department Chair (Course Dept) \_\_\_\_\_ Date \_\_\_\_\_

Current Major GPA: \_\_\_\_\_ Registrar's Office: \_\_\_\_\_ Date: \_\_\_\_\_

\*Attribute ACCL Needed/Loaded: \_\_\_\_\_ Date: \_\_\_\_\_ j:\undergradpermission.docx rev 05/2022