

Request for Undergraduate Students to Take Graduate Level Courses

University Scholars Dual (BS/MS) Credit ♦ Seniors Taking a Graduate Course

Civil Engineering ♦ Construction Engineering ♦ Architectural Engineering ♦ Environmental Engineering

Student's Name: _____

E-Mail Address: _____ CWID: _____

Student's Undergraduate Degree: BSCivE BSConE BSArchE BSEnvE

Student's Masters Degree (University Scholars Program Only): MSCivE MSEnvE

This form is used for undergraduate students to request to take graduate level courses for either:

- 1) University Scholars Program courses to count for both undergraduate and graduate degree, or
- 2) To take graduate level courses to either count towards their BS or towards a future graduate degree.

For additional information and requirements, please see the University of Alabama Graduate Catalog.

1) University Scholars Students Requesting Dual BS/MS Credit (9 credit hours maximum):

- a) A minimum 3.3 GPA and completion of 91 credit hours of undergraduate coursework is required.
- b) You must submit your application for admission and be admitted to the University Scholars Program by the Graduate School before taking graduate level courses for dual credit.
- c) Meet with your undergraduate and graduate advisors to assure graduate courses satisfy both BS and MS degree requirements.
- d) University Scholars Students may be allowed to take 600-level courses.
- e) Complete this form and obtain both your undergraduate and graduate advisors' approval.
- f) Submit your completed form to the Department Graduate Program Assistant for department approval. Once approved, the form will be submitted to the Graduate School for approval.

| Course Prefix & Number | Section | CRN | Course Title | Term |
|------------------------|---------|-----|--------------|------|
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2) Seniors Requesting to Take a Graduate Course:

- a) A minimum 3.0 GPA and completion of 91 credit hours of undergraduate coursework is required.
- b) Meet with your undergraduate advisor and faculty mentor to determine appropriate graduate course(s) to **either** count toward the BS degree **or** count toward a future graduate degree.
- c) Complete this form and obtain both your undergraduate advisor's and faculty mentor's approval.
- d) Submit your completed form to the Department Graduate Program Assistant for department approval. Once approved, the form will be submitted to the Graduate School for approval.
- e) Once the Graduate School approves the request, an override will be placed in the system to allow registration in the course(s) through myBama.

| Course Prefix & Number | Section | CRN | Course Title | Term | Undergraduate or Graduate Designation* |
|------------------------|---------|-----|--------------|------|---|
| | | | | | <input type="checkbox"/> UG <input type="checkbox"/> GRAD |
| | | | | | <input type="checkbox"/> UG <input type="checkbox"/> GRAD |

*Seniors requesting to take a graduate level course as part of their BS degree should check UG
 Seniors requesting to reserve a course to count towards a future graduate degree should check GRAD

Approvals:

Undergraduate Advisor: _____ Date: _____

Faculty Mentor or Graduate Advisor: _____ Date: _____

Graduate Director: _____ Date: _____