University of West Florida **Graduate School -- (850) 473-7716**

USE OF UNDERGRADUATE COURSES IN MASTER'S PROGRAM

Name _____ **UWF I.D. Number** _____

Daytime Phone _____ **E-mail Address** _____

Signature _____ **Date** _____

_____	_____	_____	**Fall Spring Summer**	
Reference #	**Course Prefix/Number**	**Credit Hours**	**Circle Semester**	**Year: _____**

LIMITATIONS ON USE OF UNDERGRADUATE COURSES AND DIRECTED STUDIES

A master's program may include a maximum of six semester hours or two courses (whichever is greater in credit) of UWF undergraduate level course work. Courses must meet the following criteria:

Undergraduate courses must be upper division (3000-4999) level and be annotated for graduate credit (included in graduate program and student does additional work to receive graduate credit). Undergraduate courses must be completed at the University of West Florida.

PERMISSION TO RECEIVE MASTER'S CREDIT FOR AN UNDERGRADUATE COURSE

This portion of the form must be completed and submitted by the end of the drop/add period of the semester of enrollment. The signatures required below and description of additional work required give permission to register for the undergraduate course (3000-4999) listed above and receive master's level credit. If the course is offered at the graduate level (5000-5999), you may not register for the undergraduate section. The course approved in this section of the form will be annotated for master's credit on the student's academic record.

DESCRIPTION OF ADDITIONAL COURSEWORK FOR MASTER'S CREDIT: Annotation of an undergraduate course for master's credit may not be done without completion of additional coursework. The instructor will specify below the additional work to be completed for master's credit.

_____

_____

_____

Instructor's Name (please print): _____

Instructor's Approval: _____ Date _____

Chairperson's Approval: _____ Date _____

Dean of Graduate School's Approval: _____ Date _____

Registrar's Office Use Only:

Processed by:_____
Initials/Date

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