

WESTERN MICHIGAN UNIVERSITY

PERMISSION TO ELECT A 3000- OR 4000-LEVEL COURSE FOR INCLUSION IN A MASTER'S DEGREE PROGRAM

NOTE: *Approval must be secured before the course is taken.*

Name of student

Western Identification number (WIN)

Student's local address: Street

City

State

Zip

Student's program

* Is the student on a graduate appointment for the term this course will be taken? Yes ____ No ____

We recommend that the above named student be permitted to include the following 3000-or 4000-level course in his or her master's degree program. It is understood that, although the course yields undergraduate and not graduate credit, and thus is not computed into the graduate point-hour ratio, it may be counted as part of the hours required for graduation with a graduate degree provided that it also is approved by the graduate dean and a grade of "B" or higher is earned in the course. Please note that undergraduate courses may not be included in doctoral programs.

Department

Course number

Section designation

Title of course

No. of credit hours

Instructor

Semester/Session

Year

Name of Department/Unit Chair

Signature of Department/Unit Chair

Name of Graduate Advisor

Signature of Graduate Advisor

ACTION BY THE GRADUATE COLLEGE

Approved _____

Disapproved _____

Signature, Dean of the Graduate College

Date

Distribution by the Graduate College:

Records Office

Graduate Advisor

Student

* Coordinator of Graduate Appointments (Graduate College) *when student is on appointment*