

Marquette University Graduate School of Management

Permission to Enroll in a Graduate School of Management Course

Undergraduate seniors may be eligible to take graduate level courses. Approvals are based on senior standing, undergraduate grade point average, qualifications to take the course and space availability in the class. All students will be reviewed for consent after the close of Open Enrollment for Graduate Business students. Student must attach copy of their graduation checklist to this form.
FORM MUST BE TYPED - HANDWRITTEN WILL NOT BE ACCEPTED. THIS IS A FILLABLE FORM.

To qualify to take a class for graduate credit, an undergraduate student must: 1) have senior status, 2) have a minimum grade point average of 3.000 and 3) obtain consent on this form. Students are notified via MU e-mail if their request has been approved, the date eligible to register and a permission number if needed. Students have a maximum of 3 days to register once a permission number is issued. Upon admission or 6 credits completed after starting in the Graduate School of Management, student must submit a transfer of credit form posted to GSM web site in order to have the course applied toward graduate degree requirements.

Please complete this form including obtaining the appropriate signatures.

Last Name, First Name _____ MUID _____
 Address _____ Phone _____
 City, State, Zip _____
 email _____@Marquette.edu

Major _____ Minor _____
 Advisor _____
 Course Acronym & Number _____ Credits _____
 Course Title _____ Section _____ Instructor _____
 Term you would like to take the class Fall Spring Summer Year _____
 Check if pursuing: STEM MA CCOM 5 yr BS-MS (ADP) Projected Graduate Program _____

Student's undergraduate GPA _____ Senior Status Yes (required) No
 (Minimum of 3.00 gpa required)
 Total number of credits completed at this time: _____ Total number of credits registered for current term _____
 Total number of credits anticipated for term in which this course is taken including this graduate level course:
 (Maximum allowed is 16 credits) _____

List ALL courses you anticipate taking for the semester of this request, including graduate courses. (note, tab format may not work in these boxes)

Course # and Name (MARK 6100 Marketing Management)	Credits		Course # and Name (Mark 6100 Marketing Management)	Credits

POLICY ACKNOWLEDGEMENT

I understand and agree to the following:

- There is a maximum number of credits that may be taken as an undergraduate student that may apply toward GSM graduate credit. Please review the Checklist for specifics. Any credits taken beyond the credit limit will **not** apply toward graduate studies, even if the student is admitted to a GSM graduate program.
- A student can take a maximum of 16 overall credits in a semester in which a graduate class is taken.
- A student can take a maximum of 6 credits at the graduate level in any given term.
- Students must earn a B or better to transfer the course into a graduate program.
- Maximum of 9 credits may double count at both the undergraduate and graduate level.
- Successful completion of graduate courses does not guarantee admission to graduate studies.
- No adjustment of status can be made after the close of late registration (i.e., a student cannot change to or from graduate credit after the close of late registration.)

**FORM MUST BE TYPED - HANDWRITTEN FORMS WILL NOT BE ACCEPTED. THIS IS A FILLABLE FORM.
 reminder - graduation checklist must accompany this request form**

Student's Signature _____

Date _____

OVER =>

F I L L E D O U T B Y S T U D E N T

When the front of the form is completed, the student forwards the form to their respective undergraduate college office for verification and approval as appropriate then move on to Program Approval. It is the student's responsibility to obtain signatures and move form forward.

(e.g. Arts and Sciences, College of Business, Communication is Undergraduate Approval). Program approval options are below.

UNDERGRADUATE APPROVAL

This request has been: Approved Denied

Assistant/Associate Dean's Signature

Date

PROGRAM APPROVAL (FOR ALL UNDERGRADUATE STUDENTS) See appropriate contact below for signature.

Accounting	Dr. Q. Ling	ACCO courses
Economics	Dr. Farrokh Nourzad	ECON courses
Human Resources	Dr. Gary Adams	HURE courses
MBA	Dr. Jeanne Simmons	GSM courses*

*includes STEM MBA, CCOM, entrepreneurship, finance, information technology, international business, leadership, management, marketing, operations and supply chain management, and sports leadership classes

STUDENTS must obtain appropriate signatures from department indicated above to take GSM course.

This request has been: Approved Denied

Graduate School of Management

Date

GRADUATE SCHOOL OF MANAGEMENT APPROVAL

This request has been: Approved Denied

Graduate School of Management

Date

GSM Use:

This student has obtained the necessary approvals to take a graduate level course in the Graduate School of Management. The permission number for this student's registration is valid for 3 days. The permission number is below.

Permission # _____

the student has been notified via their Marquette University e-mail as listed above on: