

Policy for Admission of an Undergraduate or Postbaccalaureate Student into a Graduate Course in the College of Arts and Sciences

An undergraduate student generally must have a cumulative grade point average of 3.5 or higher and be within 18 semester hours of graduation. A post baccalaureate student generally must have a cumulative grade point average of 3.5 or higher in his or her undergraduate work as well as any graduate work taken at this or any other institution.

Eligibility does not guarantee that a student will be admitted into a course. Admission must be approved by the course instructor, the department/school Director of Graduate Studies, the department/school/Chair/Director, and the Associate Dean for Research and Graduate Studies. One or more days may be needed to determine eligibility, as well as the approval signatures from the department/school/institute and college.

Once eligibility is confirmed, students pursue the following process:

- 1) The student obtains appropriate signatures from the department/school/institute in which the course is being offered.
- 2) The form is returned to the Dean's Office College of Arts and Sciences (741 General Classroom Building, 404-651-2294) for the Associate Dean's Signature and authorization to enroll in the course.
- 3) You will be notified through your GSU email account when the authorization has been entered.

**Application for Admission of an
Undergraduate or Postbaccalaureate Student
into a Graduate Course**

College of Arts and Sciences

PART I: TO BE COMPLETED BY STUDENT

Name: _____ Date: _____

ID#: _____ GSU Email Address: _____

Graduate Course No./Title: _____ CRN#: _____

Instructor: _____ Credit Hours: _____

Semester for which admission is requested: _____

Reasons for enrolling in this graduate course: _____

PART II: TO BE COMPLETED BY THE OFFICE OF THE DEAN, ROOM 741 GCB

Undergraduate GPA: _____ Graduate GPA: _____

Undergraduate Hours Completed: _____ Graduate Hours Completed: _____

Other Information: _____

Application Status: Eligible Ineligible

Dean's Office Staff Date

PART III: APPROVALS (No approvals may be given until Part II is completed)

Instructor Date

Department/School Graduate Studies Director Date

Department/School Chair/Director Date

Arts & Sciences Associate Dean Date