



UNIVERSITY OF MISSOURI-KANSAS CITY

# Undergraduate Course Authorization for Graduate Students

OFFICE OF REGISTRATION & RECORDS

1. Graduate students who enroll in undergraduate level courses must complete this form.
2. Courses that are not part of the approved plan of study cannot be completed at the graduate level.
3. Course levels:
  - a. 300- and 400-level courses that are approved for the plan of study will apply to the graduate career.
  - b. 300- and 400-level courses that are not approved for the plan of study cannot count as degree applicable work towards the graduate GPA or degree.
  - c. 100- and 200-level courses cannot apply to the graduate career and cannot count as degree applicable work towards the graduate GPA or degree.
4. All courses regardless of level will be assessed the graduate rate of tuition.
5. For more information, please refer to the policy in the **UMKC Graduate Catalog: General Graduate Academic Regulations: Graduate Courses and Grading Policies.**

Student's name \_\_\_\_\_

Student ID number \_\_\_\_\_

Term \_\_\_\_\_ Year \_\_\_\_\_

Course subject and number \_\_\_\_\_ Class reference number (5-digit) \_\_\_\_\_

Course title \_\_\_\_\_

Credit hours \_\_\_\_\_

Level (select one):

- \_\_\_\_\_ 300- and 400-level approved for the plan of study (GRAD career)
- \_\_\_\_\_ 300- and 400-level not approved for degree applicable work for the plan of study
- \_\_\_\_\_ 100- and 200-level cannot apply as degree applicable work for the plan of study

### Signatures of Approval

Student \_\_\_\_\_ Date \_\_\_\_\_

Graduate Academic Advisor \_\_\_\_\_  
Printed Name Department

Graduate Academic Advisor \_\_\_\_\_  
Signed Name Date

**Return signed copies to the Office of Registration & Records**

Office use only:  
Entered by \_\_\_\_\_ Date \_\_\_\_\_