College of Fine Arts and Mass Communication - Graduate Programs

**GRADUATE CREDIT FOR UNDERGRADUATE COURSE PROPOSAL**

**Graduate Catalog**: ***Graduate Courses*** [***http://www.shsu.edu/~sacs/gradcat/registration.html***](http://www.shsu.edu/~sacs/gradcat/registration.html)

*A graduate course is an advanced course requiring critical analysis and study. Typically, courses with numbers of 500- or 600-level are master’s-level courses and 700-level or higher are doctoral-level courses. To provide a greater range of academic course offerings, some graduate programs allow students to take a limited number of approved 400-level courses for graduate credit. To receive graduate credit for a 400-level course, the student must receive prior approval from the department chair and the academic dean and complete additional requirements as outlined by the professor. Please see the specific degree programs within this catalog for more details on taking 400-level courses for graduate credit.*

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Date

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Student: Last Name First Name MI Sam ID

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400-level Course # Title Semester Year

**Graduate Faculty Status** \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**for above semester** **required** date verified by Name of Instructor of Course Dept. Graduate Advisor

Where will related supporting documentation (e.g. enhanced syllabus, etc.) be filed for future reference?

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Graduate credit for an undergraduate course is contingent upon agreement by the instructor (who has graduate faculty status) to administer and document additional course requirements. This proposal form and the syllabus containing additional requirements are to be submitted to the Dean’s office no later than one week before the course begins (1 week before classes commence).

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Department Graduate Advisor/Coordinator date

Attach syllabus (additional requirements that merit graduate credit should be highlighted).

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Department Chair date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean date

Forwarded to Registrar by Dean’s Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

date

(Forward copy of approval to Department Graduate Advisor)

Revised: October 2013