Undergraduate Course For Graduate Credit

1. Graduate student requests to enroll in undergraduate course for graduate credit
2. Graduate student must secure written authorization to take course
3. Advisor issues and signs memorandum
   - No → Process ends
   - Yes → Each instructor must sign memorandum
     - Non → Student is referred back to advisor for re-evaluation of plan
     - Yes → Memorandum is presented to Registrar staff during or after registration
5. Course is taught by Graduate Faculty and 3000/4000 level course
   - No → Student is referred back to advisor for re-evaluation of plan
   - Yes → SIS is SP1 is updated to flag undergraduate courses to graduate matriculation
7. Credit appears on WFS and WFF academic record
8. Credit appears on Academic transcript
9. Process ends