

# Out of Career Coursework

(Approval to enroll in **Undergraduate** Coursework during the Graduate Career)

The University of Southern Mississippi  
Graduate School

118 College Drive #5024 Hattiesburg MS 39406

*This PDF form is fillable. Handwritten forms will not be accepted.  
Please submit completed form via email to [graduateschool@usm.edu](mailto:graduateschool@usm.edu).  
Complete separate form for each course.*

Date: \_\_\_\_\_

Student ID: \_\_\_\_\_

Student Name (First, Middle, Last): \_\_\_\_\_

# Graduate Hours for requested term: \_\_\_\_\_ # Undergraduate Hours for requested term: \_\_\_\_\_ Total Hours for term: \_\_\_\_\_

Course Prefix: \_\_\_\_\_ Course #: \_\_\_\_\_ Section: \_\_\_\_\_ Registration Code: \_\_\_\_\_

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

Name of Instructor teaching the above course (signature required below): \_\_\_\_\_

Reason for taking the undergraduate course? \_\_\_\_\_

Current Major: \_\_\_\_\_ Degree in Progress: \_\_\_\_\_

- Check all applicable:  I receive a graduate assistantship  
 I receive work study or other federal/state tuition assistance

By signing below, I acknowledge that I understand the following:

- (1) Undergraduate courses when taken by a student with graduate standing do not count toward the hour requirement for a graduate degree, though they may be used to satisfy competency requirements.
- (2) Undergraduate courses when taken by a student with graduate standing will appear on my transcript as graded course work but will accrue neither quality points nor be used to calculate my grade point average.
- (3) Undergraduate courses when taken by a student with graduate standing may affect the availability of scholarships, fellowships, or federal and state tuition assistance.
- (4) If this course puts me over 13 hours, I must bring permission for an overload.

## Signatures

Student: \_\_\_\_\_

Advisor: \_\_\_\_\_

Course Instructor: \_\_\_\_\_

Dean, Graduate School: \_\_\_\_\_

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Graduate School Use Only

Date Entered: \_\_\_\_\_