



## Permission to Take Graduate or Undergraduate Course

IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN ALL NECESSARY SIGNATURES AND SUBMIT THIS FORM TO THE GRADUATE ENGINEERING OFFICE IN HEAFEY HALL, ROOMS 240-243 OR EMAIL

[Lisa.Lanks@scu.edu](mailto:Lisa.Lanks@scu.edu)

**INSTRUCTIONS** Complete form and obtain the following signatures:

- Student Signature
- Academic Advisor
- Department Chair (required for undergraduate students only).
- Students planning to apply to the MS program must check the box below with the department chair's initials. As part of the BSMS cohort, you will receive detailed information about the MS application process separately.
- The Director of Records for Graduate Programs will review and process your enrollment into the graduate courses

Student Name: \_\_\_\_\_ Academic Program: UGRD GRAD

SCU I.D. #: \_\_\_\_\_ Email: \_\_\_\_\_

Circle One Quarter: Fall 2025 Winter 2026 Spring 2025 Summer 2026

*(Sample) Course Section- ENGR 123-1 (if there is no section number, use course example ENGR 123)*

Course Section: \_\_\_\_\_ Course Section: \_\_\_\_\_

Course Section: \_\_\_\_\_ Course Section: \_\_\_\_\_

Course Section: \_\_\_\_\_ Course Section: \_\_\_\_\_

Undergraduate Students Only - List graduate courses in progress or already completed: **Only 20 units can transfer to your Graduate Degree (the 20 units cannot apply toward your undergrad degree)**

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

### REQUIRED SIGNATURES:

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required for undergraduate students only)

☐ \*\*\*Please check to add the student to the BSMS cohort group. The Department has verified that they meet the 3.000 major GPA, and other requirements. Department Chair Initials \_\_\_\_\_

GRADUATE UNITS COMPLETED \_\_\_\_\_

DATE PROCESSED \_\_\_\_\_

5/25