BUFFALO STATE
The State University of New York

SUNY Buffalo State
Registrar's Office, Moot Hall 210
1300 Elmwood Avenue
Buffalo, NY 14222
Phone: 716-878-4811
Fax: 716-878-3419
regofc@buffalostate.edu

Undergraduate Request for Graduate Course Registration

Instructor or program director initials, course chair initials, and advisor signature are required.

Important Information

Undergraduate program: Graduate coursework will not count toward the undergraduate program.

Student accounts and financial aid: The student must consult with the Student Accounts and Financial Aid offices about how this coursework will impact them.

Submission: The department must submit this form to the Registrar's Office at **regofc@buffalostate.edu** in accordance with normal registration timelines.

The advisor should complete the information below, verify that the relevant instructors and chairs have given their permission for the student to enroll, and select the relevant option on page 2 before submitting this form to the Registrar's Office.

Student Information

First Name	Last Name	Banner ID

Graduate Course Information

Subject (Ex: CIS)	Course Number	CRN	Credits	Year	Term	Instructor or Program Directors Initials	Chair of Course Initials
				Year	Term		
				Year	Term		
				Year	Term		

Advisor Signature

Type advisor name or sign digitally below	Date

Digital signature Click to sign with a digital ID

☐ It has been confirmed that each listed section is active, is not at capacity, and that the student has met all prerequisite requirements.

☐ This form is being sent within the normal registration timeline for the specified term.

Select one registration option on page 2.

Options:

Check one option below (1, 2, or 3).

☐ **1. Standard Option**

Undergraduate students who have completed more than 106 credits by the end of the previous semester at Buffalo State can register for graduate-level courses if they have maintained a minimum 2.5 cumulative GPA. A request to enroll in a graduate course is made by contacting the academic department offering the course. Permission must be granted by the instructor and department chair. The total enrollment of undergraduate and graduate courses should not exceed 15 hours per semester. Graduate courses taken in the Standard Option manner will not apply toward an undergraduate degree. The graduate courses may be applied toward an advanced degree if they are acceptable to the graduate program and department. The six-year time limitation on the completion of the master's degree program applies to the earned graduate credits. Generally, a maximum of 6 graduate credit hours may be taken as a senior unless enrolled in a 4+1 Undergraduate to Graduate Pathways (Option 2) or Combined Undergraduate/Graduate Pathway.

☐ **2. 4+1 Undergraduate to Graduate Pathways Option**

A 4+1 Pathway provides seamless entry to an accelerated course of study leading to an advanced degree. Students must apply, be accepted into a 4+1 Pathway, and commit to following the curriculum (i.e., academic roadmap) detailed by the respective 4+1 Pathway. Admission into a 4+1 Pathway requires approval of the undergraduate program adviser and the appropriate graduate program director. Students in a 4+1 Pathway may take a maximum of 9 graduate credit hours as seniors. Graduate courses taken as part of a 4+1 Pathway will not apply toward an undergraduate degree. The graduate courses may be applied toward the advanced degree associated with the pathway. The six-year time limitation on the completion of the master's degree program applies to the earned graduate credits.

☐ **3. Undergraduate Postbaccalaureate Program**

Select this option if you are enrolled in an undergraduate postbaccalaureate program that requires graduate coursework.

Please Note: The Combined Pathways Program Requires an entirely separate form found on our website https://registrar.buffalostate.edu/forms-and-services-faculty-and-staff

How graduate credits apply

Under Options 1 and 2, graduate credits do not count toward the undergraduate degree. Under Option 1, credits may apply to an advanced degree with graduate program and department approval. For Options 1 and 2, graduate credits are subject to the six-year limit for completing the master's degree.