University of St. Thomas
Master of Arts in English/Creative Writing & Publishing

APPLICATION TO TAKE UNDERGRADUATE COURSE FOR GRADUATE CREDIT

Please Note: Students must fill out items 1-6. Instructor must complete remaining items. Student, instructor, and graduate Program Director must sign and date this form for the application to be valid. **Please print.**

1. _____ _____
   Student Name UST ID Number
2. _____ _____ _____
   Under grad course # Section # Course Title
3. _____
   Instructor
4. In your studies in this program, have you previously taken one or more undergraduate courses for graduate credit?
   ❑ Yes ❑ No
5. If *Yes*, please complete the following:

Undergrad course #	Section #	Title of course	Year taken	Instructor

Undergrad course	Section #	Title of course	Year taken	Instructor
6. Does this course satisfy a distribution requirement in your Master of Arts in English program? ❑ Yes ❑ No
   If *Yes*, which requirement? _____

   If *No,* please explain how this course fits into your program of study or your overall educational objectives:

7. (*For the Instructor)*: I give my permission for this student to take this undergraduate course for graduate credit. In addition to the coursework expected of all other members of the class, the graduate student will be required to do the following: (*Instructor, please check relevant items)*
   - ❑ Additional readings in primary texts
   - ❑ Reading in secondary sources, either on the general topic of the course or on a specific issue
   - ❑ A substantial paper of 12-15 pages to be prepared under the direction of the instructor (close guidance should be given in the writing process)
   - ❑ A bibliographical project (an exercise in editing, or an exercise in enumerative, descriptive, or analytical bibliography)
   - ❑ A major oral presentation to the class (to be prepared under the guidance of the instructor)
8. Mutual contract. We, the undersigned, agree to the terms of the work contract outlined above.

_____ _____
Student Signature Date

_____ _____
Instructor Signature Date

_____ _____
Graduate Program Director Signature Date

Cc: File/Instructor/Student

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