

Proposal for Graduate Study in an Undergraduate Course

Graduate students must complete the following steps to register for an undergraduate course:

1. Check with the Graduate Advisor & Coordinator to ensure that the course is accessible to MFAs
2. Reach out to the course instructor to discuss the course and how you might be able to participate in a productive and meaningful way
3. Complete the [Student](#) section of this proposal document
4. Send the document to the instructor, who will complete the [Instructor](#) section
5. Submit the [signed](#) document to the Graduate Advisor & Coordinator, who will facilitate registration and return the document to the instructor for inclusion in the course syllabus

Student

Student Name:

Course Title:

Course Number:

Credit Hours:

Semester:

Fall

Spring

Summer

Year:

Proposed Activities (include details about projects to be completed, peer to peer collaboration with undergrads, mentorship relationship with undergrads, attendance at class meetings and critiques, etc)

Proposed Schedule (include dates of milestones and project deadlines)

Instructor

Instructor Name:

Evaluation/Grading Criteria (considering the Proposed Activities and Schedule above)

Estimated Materials Fees (how much a graduate student should expect to spend on materials for the class, considering lab fees are not currently collected for grads in undergrad courses.)

Signatures

Student:

Date:

Instructor:

Date:

Graduate Advisor & Coordinator:

Date: