



PERMISSION TO ENROLL IN GRADUATE COURSEWORK AS AN UNCLASSIFIED STUDENT (For Graduate Programs)

Office of the Registrar / 200 West Kawili St. Hilo, HI 96720-4091 / Student Services Center, First Floor Rm 101 / Phone: (808) 932-7447 / Fax: (808) 932-7448 / E-mail: uhhro@hawaii.edu

- Proof of earned bachelor's degree is required to take courses as an Unclassified Graduate Student. If you did not earn your degree within the UH System, please provide proof of degree earned.
• A limit of 9 graduate-level (600 and above) credit hours at UH Hilo may be taken by unclassified graduate students in their academic career.
• These 9 credits may be taken during one semester or over a series of semesters.
• Successful completion of coursework does NOT guarantee admissions into a UH Hilo graduate program.
• Application of these credits toward a graduate degree at UH Hilo is at the discretion of each graduate program upon formal admission.
• All Registration deadlines apply for submission and processing of this request.

SECTION I: Student Information:

Name: _____ Student ID: _____
Phone: _____ Email: _____@hawaii.edu
Undergraduate Degree & Major Awarded: _____ Date Degree Awarded: _____
Degree Granting Institution: _____
Undergraduate GPA: _____ Graduate GPA: _____ Number of Graduate Credits taken at UH Hilo as an Unclassified Student: _____
Student signature: _____ Date: _____

SECTION II: Course Information and Instructor Permission

Semester: () Fall () Spring () Summer Year: 20_____

*A brief statement of objectives specific to each class must be submitted prior to enrollment. Please attach objectives to this request.

Table with 6 columns: CRN, Course Alpha, No., Title, Credit Hours, Instructor Permission (signature). Contains 3 empty rows for data entry.

SECTION III: Obtain Approving Signatures

Graduate Program Chair Name: _____
Graduate Program Chair Signature: _____ Date: _____

SECTION V: Submit ORIGINAL completed form to the Graduate Division

FOR GRAD DIVISION OFFICE USE ONLY: [] 9 Credit Rule [] GPA Verified [] SPACMNT [] Bachelor's Degree Verified
Date: _____ Initials: _____

FOR REGISTRARS OFFICE USE ONLY: [] SFAREGS Date: _____ Initials: _____ CRN: _____