



UNIVERSITY
of HAWAII®
HILO

**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.**
- The decision to allow an unclassified student to take graduate level coursework is at the discretion of the Graduate Program Chair.
- 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.

CRN	Course Alpha	No.	Title	Credit Hours	Instructor Permission (signature)

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: GPA Verified SPACMNT Bachelor’s Degree Verified Date: _____ Initials: _____

FOR REGISTRARS OFFICE USE ONLY: SFAREGS Date: _____ Initials: _____ CRN: _____ Rev. 12/2019