# Change of Course Level Request Form

- **Undergraduate to Graduate (400 to 500)**
- **Graduate to Undergraduate (500 to 400)**

1. Change of Course Level procedure must be initiated before the midterm date of the semester in which the course is being taken.
2. Student must give valid reason for change of course level request. Each situation will be evaluated on a case-by-case basis.
3. Only existing dual listed courses are applicable (400/500)
4. When changing from UG to G, instructor must submit list of additional assignment(s) required for graduate level credit.
5. Student will be required to pay tuition difference when changing from UG to G. MSUM Business Office will calculate increase; when changing from G to UG the student must file a Tuition Refund Appeal form with the Business Office to request a refund of the tuition difference.
6. Request for Change of Course Level requires the approval of both the instructor and the Dean of Graduate Studies.

### Student Section

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>Dragon ID No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address:</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td>City</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td>Telephone No:</td>
</tr>
<tr>
<td>Course No. and Title:</td>
<td></td>
</tr>
<tr>
<td>Instructor:</td>
<td></td>
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</tbody>
</table>

☐ I have attached my reason for requesting change of course level

Student’s Signature: Date:

### Approval Section

☐ I have submitted the additional assignment(s) to the Graduate Office and I agree to evaluate and grade this student accordingly.

☐ I do not agree to this course level change and have attached my reasons.

Instructor’s Signature: Date:

☐ I approve the course level change.
☐ I do not approve the course level change and have attached my reasons.

Dean of Graduate Studies Signature: Date:

**Copies to:**
- Student
- Instructor
- Record’s Office
- Graduate Studies Office

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