UNC GREENSBORO
Financial Aid Office

P.O. Box 26170 ▪ Greensboro, NC 27402– 6170 ▪ *Phone:* 336-334-5702▪ *School Code:* 002976
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Graduate Student Petition to Take Undergraduate Courses

Student Name _____ Student ID _____
Last First Middle

Telephone (_____) _____ E-mail _____

Federal regulations require that graduate students enroll in at least half-time hours at the graduate level to be eligible for financial aid. UNCG defines half-time for graduate students as 4.5 hours at the 500 course level or above. Graduate students enrolled in undergraduate courses are no longer automatically considered for financial aid for those undergraduate courses.

Code of Federal Regulations Citations:

34 CFR 668.2(b) - Graduate or professional student definition part 1 (graduate student is enrolled in a program or course above the baccalaureate level)

34 CFR 668.2(b) - Half-time student definition part 2 (half-time student is an enrolled student who is carrying a half-time academic workload, as determined by the institution)

Graduate students enrolled at least half-time at the graduate level (500 course number or above) may submit this petition to the Financial Aid Office to include undergraduate hours for financial aid purposes/eligibility. This petition should include a detailed statement below explaining why the undergraduate courses are needed for the graduate degree. A signed plan of study or approved graduation plan signed by the graduate advisor is also required. The Financial Aid Office will review the petition to include undergraduate hours for financial aid on a case-by-case basis.

STEP 1: Submit the petition and approved plan of study signed by the graduate advisor to the Financial Aid Office
STEP 2: The Financial Aid Office will review the petition and graduate plan of study
STEP 3: The Financial Aid Office will notify the student via email that the petition to take undergraduate courses for financial aid purposes is either approved or denied

Please provide a detailed explanation of your request (you may attach additional sheets if necessary):

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This is a true and accurate reflection of my need to take undergraduate courses for my graduate degree at UNCG. I understand that I may be requested to provide additional information and documentation as necessary.

Under penalty of perjury my signature below affirms that the information provided above is true and accurate to the best of my knowledge.

Signature _____ Date _____