

Permission for Undergraduates to Enroll in Graduate Courses

Undergraduates may request to enroll in graduate courses that are well suited to their programs of study. This opportunity is normally reserved for juniors and seniors whose academic achievement makes graduate-level work appropriate. In exceptional circumstances, sophomores and freshmen may have compelling reasons to take a graduate course. An AB student wishing to enroll in a graduate course must obtain three approvals: from the instructor in charge of the course; the student's residential college dean; and the student's departmental representative (juniors and seniors) or the departmental representative for the department offering the course (freshmen and sophomores). A BSE student also needs three approvals: from the instructor in charge of the course; the student's departmental representative or academic adviser; and the associate dean of the School of Engineering and Applied Science (SEAS).

Please note that the following regulations apply:

- The course will normally not substitute for an existing undergraduate course on the same topic.
- When a graduate course is designated pass/D/fail only, students may not take the course for a letter grade. Students should consult their departmental representative prior to taking the class, if they are seeking to count the pass/D/fail graduate course as a departmental.
- When the pass/D/fail grading option is available, the residential college dean (AB students) or associate dean of SEAS (BSE students) must give explicit permission below to take the graduate course on a pass/D/fail basis. Students may not elect the pass/D/fail grading option for departmental courses.
- Undergraduates must submit written, graded work for a graduate course.
- All written work for the course must be completed by dean's date unless prior permission for an extension is granted by the residential college dean.
- Graduate courses do not satisfy undergraduate distribution requirements.

Undergraduates may not enroll in a graduate course on TigerHub. After obtaining all of the necessary signatures, undergraduates should bring this form to the Office of the Registrar.

Name: _____ PUID # _____ Class Year _____ Dept _____
(Please Print)

TERM: AY Fall _____ Spring _____ SUBJ/Catalog # _____ 5 digit class _____
(Ex. CEE 532 41339)

Title of graduate course: _____

Reasons for taking the course:

Be sure to obtain signatures from the instructor and departmental representative BEFORE taking the form to your residential college dean.

Permission granted by instructor:

Name: _____ Signature: _____ Date: _____
(Please Print)

Permission granted by the student's departmental representative (AB juniors and seniors); or by the representative of the department in which the course is offered (AB freshmen and sophomores) or by departmental representative OR adviser (BSE students).

Name: _____ Signature: _____ Date: _____
(Please Print)

Approval granted by residential college dean (AB students) or associate dean of SEAS (BSE students).

Name _____ Signature: _____ Date: _____
(Please Print)

Dean's Approval for pass/D/fail grading election _____