Duke University Trinity College of Arts & Sciences

Form for Undeclared Students Enrolling in a 500- or 600-Level Graduate School Course

Undeclared sophomores who wish to enroll in a 500- or 600-level graduate school course should have a strong background in that subject area and meet all prerequisites. They should explain their background to the course instructor and their reason for enrolling in the course. If the instructor approves, he/she should sign the form below. If this is a 500- or 600-level independent study, then the Director of Undergraduate Studies in that department must also approve. The student should then give this form with signatures to their academic dean. If the dean approves, the dean will ask the registrar’s office to enroll them.

Name of Student: _____________________________ Student ID: _______________

Email: ____________________________________ Matriculation: Fall 20____

Course (Subject & number): ___________________ Section: _______________

Course ID Number (4-digit number): ___________ Term to be enrolled: __________

To Be Completed by the Course Instructor:
Approval indicates that this student has the academic preparation and maturity to participate in the course

Print Name: ____________________________
Signature: ____________________________ Date: ____________

Please check one option below:

☐ Enroll the student; add the student to the waitlist if the class is full
☐ Enroll the student even if the class is full (override seating capacity).

To Be Completed by the Director of Undergraduate Studies if the course is an Independent Study:

Print Name: ____________________________ Department: ______________
Signature: ____________________________ Date: ____________

To Be Completed by the Academic Dean:

Print Name: ____________________________
Signature: ____________________________ Date: ____________