Duke University Trinity College of Arts & Sciences

Form for an Undergraduate to Request Enrollment in a 700 - 900 Level Graduate School Course

This form is to be used to request enrollment in a 700 - 900 level course with a career code of "Graduate" or "Nicholas School of the Environment" or "School of Public Policy". The student should submit this form to their academic dean's office by 5 p.m. on the last day of drop/add. If the dean approves, the dean will ask the registrar's office to enroll the student.

Name of Student: ___________________________________________ Student ID: __________________

Email: ___________________________________________ Matriculation: Fall 20_______

Course (Subject & number): ___________________________ Section: ___________________________ 

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

1. 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).

2. To Be Completed by the Director of Graduate Studies

Print Name: ___________________________ Department: __________________
Signature: ___________________________ Date: ____________

3. To Be Completed by the Dean of the Graduate School: take the form to the Graduate School at 2127 Campus Drive

Print Name: ___________________________ 
Signature: ___________________________ Date: ____________

4. To Be Completed by the Academic Dean: the dean will have the student enrolled

Print Name: ___________________________ 
Signature: ___________________________ Date: ____________