

## Duke University Trinity College of Arts & Sciences

### Form for Undeclared Students Requesting Enrollment in a 500- or 600-Level Graduate School Course

This form is to be used by an undeclared Trinity undergraduate who wishes to enroll in a 500, 600 level course with a career code of "Graduate" or "Nicholas School of the Environment" or "School of Public Policy". The student should have a strong background in the subject area, meet all prerequisites and should explain their background to the course instructor and reason for enrolling in the course. If the instructor approves, they should sign the form below. If this is a 500- or 600-level independent study, then the Director of Undergraduate Studies or Program Director must also approve. The student should then submit this form to their academic dean by 11:59 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.

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Name of Student: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email: \_\_\_\_\_ Matriculation : \_\_\_\_\_

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 Undergraduate Studies or Program Director if the course is an Independent Study:

Print Name: \_\_\_\_\_ Department: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### 3. To Be Completed by the Academic Dean:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_