

Duke University Trinity College of Arts & Sciences

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

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. 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.

Name of Student: _____ Student ID: _____

Email: _____ Class Year: _____

Course (Subject & number): _____ Section: _____

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

1. To be Completed by the Student:

Outline for the instructor and your Academic Dean the prerequisites you have completed (if applicable) and the other courses that you have taken to prepare you for this graduate level course:

2. 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).

3. To Be Completed by the Academic Dean:

Print Name: _____

Signature: _____

Date: _____