

Duke University Trinity College of Arts & Sciences

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

The student should 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.

This is available for juniors/seniors only.

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:

[Empty box for student outline]

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 Director of Graduate Studies:

Print Name: _____ Department: _____

Signature: _____

Date: _____

4. To Be Completed by the Student's Academic Dean. The dean will have the student enrolled.

Print Name: _____

Signature: _____

Date: _____