

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 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: _____ 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 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: _____