

Permission for Undergraduates to Enroll in Graduate Courses

Undergraduates of high academic standing are encouraged to enroll in graduate courses that are well suited to their programs of study. This opportunity is normally reserved for juniors and seniors whose academic achievement makes graduate-level work appropriate. In exceptional circumstances, sophomores and freshmen may have compelling reasons to take a graduate course. An AB student wishing to enroll in a graduate course must obtain three approvals: from the instructor in charge of the course; the student's residential college dean; and the student's departmental representative (juniors and seniors) or the departmental representative for the department offering the course (freshmen and sophomores). A BSE student also needs three approvals: from the instructor in charge of the course; the student's departmental representative or academic adviser; and the associate dean of the School of Engineering and Applied Science (SEAS).

Please note that the following regulations apply:

- The course will normally not substitute for an existing undergraduate course on the same topic.
- Departmental courses may not be taken on a pass/D/fail basis.
- Undergraduates must submit written, graded work for a graduate course.
- All written work for the course must be completed by dean's date unless prior permission for an extension is granted by the residential college dean.
- Graduate courses do not satisfy undergraduate distribution requirements.

Undergraduates may not enroll in a graduate course on SCORE. After obtaining all of the necessary signatures, undergraduates should bring this form to the Office of the Registrar.

Name: _____ Class: _____ Department: _____

Department, number, and title of graduate course:

Reasons for taking the course:

Be sure to procure signatures from the instructor and departmental representative BEFORE taking the form to your residential college dean.

Permission granted by instructor:

Name: _____ Signature: _____ Date: _____

Permission granted by the student's departmental representative (AB juniors and seniors); or by the representative of the department in which the course is offered (AB freshmen and sophomores) or by departmental representative OR adviser (BSE students).

Name: _____ Signature: _____ Date: _____

Approval granted by residential college dean (AB students) or associate dean of SEAS (BSE students).

Name _____ Signature: _____ Date: _____