ARTS & SCIENCES

**Dean of Undergraduate Studies**
757-221-2476 | Ewell Hall

# Undergraduate Enrollment in Graduate Level Course for Undergraduate Credit

## To the Registrar's Office, Records Maintenance:

**Date:** _____

An undergraduate student at The College of William and Mary may take courses at the college level number 500 or above for credit toward the bachelor's degree provided that:

1. The student has a grade point average of at least 2.5 overall and 3.0 in the subject field of the course:
   _____ GPA overall
   _____ GPA subject field
2. The student has the appropriate prerequisites.
3. The material offered in the course is relevant to the student's program and is not available in the undergraduate curriculum.
4. The student obtains prior approval of first the course instructor, second (for courses in Arts and Sciences) the department/program chair and the Dean of Graduate Studies, third (for courses in the School of Business Administration, the School of Education, or the School of Law) the appropriate Dean or designated representative), and, lastly, the Dean of Undergraduate Studies.
5. The student shall not receive graduate credit for the course.

**THE ABOVE CRITERIA HAVE BEEN MET:**

**Student**: _____ **Student ID No.:** _____
*(Please Print)*

Local Address: _____ C.S. Box: _____

_____ Telephone: _____

Dept./Course/Section: _____ Semester: _____

**APPROVALS:**

1. _____ _____
   Signature of Course Instructor Print Name

2. For Courses in Arts & Sciences:

   _____ _____
   Signature of Department Chair/Program Chair S. Laurie Sanderson, Dean of Graduate Studies & Research

3. For courses in School of Business Administration, School of Education, or School of Law:

   _____ _____
   Dean of School Print Name

4. _____
   Susan M. Peterson, Dean of Undergraduate Studies