Request to Add a Course Form

Use this form to add a graduate course for graduate credit toward your graduate degree after the end of the add/drop period. Note that credit toward a graduate degree is not allowed for a course numbered below 500.

Instructions

Signatures required before returning the form:

- Student
- Course instructor
- Director of Graduate Studies or Chair/Program Director of the student’s graduate program.

Note: The Director of Graduate Studies may attach comments or reasons for the changes requested; for any retroactive changes (i.e., changes after the end of the semester or for a previous semester), the DGS must attach an explanation.

For timely processing please ensure that this form is completed correctly and is received by all necessary stakeholders (program administrators must receive a copy for tracking purposes). Please confirm that the correct email address is entered for each recipient. If you are unsure of correct contact information for any recipient, feel free to reach out to your program for assistance.

Deadline: Form is due before the last day of classes.

Use your W&M email account when submitting forms to the OGS.
Request to Add a Course

Student's Name: William Brown

Banner ID #: 93999999

Dept/Program: History

Degree: □ M. A. □ M.S. □ M.P.P. □ Ph.D.

Year: 2024 Semester: □ Fall □ Spring □ Summer

Grade Mode: □ Standard

Course Title: Special Topics: History

Course CRN#: 12345 Dept./Prog. HIST No. 715 Section: 01 Credits: 3

Student Signature

Date

Course Instructor: Print Name | Signature

Date

Director of Graduate Studies or Chair/Program Director: Print Name | Signature

Date

OGS: Student full-time after proposed add? □ Yes □ No

Assistant Dean for Graduate Studies Signature

Date

Graduate Registrar

Date

Revised 12-6-2023