



# WILLIAM & MARY

## Graduate Arts & Sciences

### Permission for Graduate Course for Graduate Credit Form

Use this form to request permission to take a graduate course outside of your program for graduate credit toward your graduate degree. No credit toward a graduate degree is allowed for a course numbered below 500.

- For all courses: Obtain the approval of the course instructor and your Director of Graduate Studies.
- For courses in the School of Education or School of Marine Science: Also obtain the approval of the school's Associate Dean of Academics.
- For courses in the School of Law or School of Business: Also obtain the approval of the school's registrar.

#### Instructions

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Signatures required before returning the form:

- Student;
- Course instructor;
- Director of Graduate Studies or Chair/Program Director in student's graduate program;
- Additional signatures as needed and indicated on the form.

Deadline: Before the end of the Add/Drop Period.

Return form to Office of Graduate Studies and Research.



## Permission for Graduate Course for Graduate Credit

**Student's Name:** \_\_\_\_\_ **Banner ID #:** \_\_\_\_\_

**Dept./Program:** \_\_\_\_\_ **Degree:**  M.A.  M.S.  M.P.P.  Ph.D.

*I request permission to take the course listed below and count the credit(s) earned toward satisfying my graduate degree requirements.*

**Course Title** \_\_\_\_\_

**Course CRN#:** \_\_\_\_\_ **Dept./Prog.** \_\_\_\_\_ **No.** \_\_\_\_\_ **Section:** \_\_\_\_\_ **Credits:** \_\_\_\_\_

**Course to be taken in:** Year \_\_\_\_\_ Semester  Fall  Spring  Summer

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Course Instructor: Print Name | Signature Date

*I judge this course appropriate for the student's graduate studies and support the student's request.*

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

\_\_\_\_\_  
(if needed) Assoc. Dean of Education or VIMS: Print Name | Signature Date

\_\_\_\_\_  
(if needed) Registrar of School of Law or School of Business: Print Name | Signature Date

\_\_\_\_\_  
Dean of Graduate Studies and Research Signature Date

**Distribution:**  Department/Program  Student  File