



# WILLIAM & MARY

## Graduate Arts & Sciences

### Permission for Undergraduate Course Form

Use this form if you're an Arts & Sciences graduate student seeking to take an undergraduate course.

No credits earned for an undergraduate course may be used to satisfy graduate degree requirements.

#### 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.

Deadline: Prior to the end of the Add/Drop Period.

Return form by email to the Office of Graduate Studies ([dean-gsr@wm.edu](mailto:dean-gsr@wm.edu)). Use your W&M email account when submitting forms to the OGS.



**WILLIAM & MARY**  
Graduate Arts & Sciences

OFFICE OF GRADUATE STUDIES  
Blow Memorial Hall, 262 Richmond Road  
757-221-1966 | dean-gsr@wm.edu

## Permission for Undergraduate Course

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

**Student's Dept/Program:** \_\_\_\_\_

*I request permission to take the course listed below. I understand that the credit(s) earned do not count toward satisfying my graduate degree requirements.*

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

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

**Course Taken In:** Year \_\_\_\_\_ Semester ☐ Fall ☐ Spring ☐ Summer

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

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

*I deem this course appropriate for the student's graduate studies.*

\_\_\_\_\_  
Director of Graduate Studies or Dept. Chair: Print Name | Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Assistant Dean for Graduate Studies Signature \_\_\_\_\_ Date \_\_\_\_\_

**Distribution:** ☐ Department/Program ☐ Student ☐ File