WILLIAM & MARY

Enroll in Graduate-level Course for Graduate Credit Form

Senior undergraduate students at William & Mary may take up to six hours of courses offered at the graduate level and receive graduate credit, provided:

- Student has a GPA of at least 3.0 overall
- The graduate credits are in excess of all requirements for the bachelor's degree

Instructions

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1. Complete one form for each graduate course.
2. Obtain the instructor's signature.
3. If the course is taught in the College of Arts & Sciences, obtain the signature of the Vice Dean for Graduate Studies.
   If the course is taught in the School of Business, School of Education, School of Law, School of Marine Science (VIMS), or School of Computing, Data Sciences and Physics (CDSP), obtain the signature of that school's Dean.
4. Attach a copy of your Degree Works.
5. Return completed form to the Registrar's Office.

Deadline: The completed form (with Degree Works) is due before the end of Add/Drop.

If the petition is approved, the Registrar's Office will send a notification of enrollment in the course.

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Student's Name: _____ **Banner ID #:** _____

Phone: _____ **Email:** _____

Major: _____ **Anticipated Graduation Date:** _____

I request to take the graduate-level course (described below) for graduate credit:

_____ _____
Course Prefix and Number | Semester | Year will be Taken

_____ _____
Course Title | CRN

_____ _____
Student Signature | Date

Permission granted by instructor:

_____ _____ _____
Instructor Name (print) | Instructor Signature | Date

Approvals:

_____ _____
Vice Dean for Graduate Studies (required for A&S graduate courses only), name and signature | Date

or

_____ _____
Dean of Graduate School name and signature | Date

Revised 11.9.2026