WILLIAM & MARY

Enroll in Graduate-level Course for Undergraduate Credit Form
For School of Business, Computing, Data Sciences, and Physics, Education, Law, or Marine Science

Undergraduate students at William & Mary may take graduate-level courses (numbered 500 and above) for credit toward the bachelor's degree, provided:

- Student has a GPA of at least 2.5 overall and 3.0 in the subject field of the course
- Student has taken the appropriate prerequisites
- Material in the graduate-level course is relevant to the student's program and is not available in the undergraduate curriculum

Instructions

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1. Complete one form for each graduate course.
2. Obtain the signature of the instructor of the graduate course.
3. Obtain the signature of that school’s graduate dean or representative.
4. Attach a copy of your DegreeWorks.
5. Obtain the signature of the undergraduate dean for your major.
6. Return the complete form to the Registrar’s Office.

Deadline: The completed form (with DegreeWorks) 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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Enrollment in Graduate-level Course for Undergraduate Credit

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

Phone: _____ **Email:** _____

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

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

Course Prefix and Number | Semester | Year will be Taken

Course Title | CRN

Student Signature | Date

Attach DegreeWorks

Permission granted by instructor:

Instructor Name (print) | Instructor Signature | Date

Approvals:

Graduate Dean (print) | Graduate Dean Signature | Date

Undergraduate Dean or Vice Dean (print) | Undergraduate Dean or Vice Dean (signature) | Date

Revised 11.10.26