

COLLEGE OF ARTS AND SCIENCES

Petition for an Undergraduate Student to Enroll in a Graduate-Level Course

Only in very rare circumstances should an undergraduate student enroll in a graduate-level course. Graduate courses counted toward the requirements of a bachelor's degree may not also be counted toward a graduate degree.

STUDENT: COMPLETE THIS SECTION

Email address: _____

Name: _____ 10-digit ID Number: _____

Semester for which you are requesting enrollment in a graduate course: Fall Spring SSI SSII Year: _____

Total number of credit hours you wish to take in semester listed above: _____

Graduate course you would like to register for, should your petition be approved:

<u>Credit Hours</u>	<u>Department</u>	<u>Course #</u>	<u>Section #</u>	<u>Course Title</u>
_____	_____	_____	_____	_____

Complete the following steps:

1. Write a brief statement explaining why you wish to enroll in this course rather than a comparable undergraduate course, what preparation you have for the course, and how it fits in your long-term academic plans.
2. Print out your Academic Advisement Report, highlight your remaining requirements, and describe your plan for completing these requirements.
3. Take this form to the course instructor to complete his/her section.
4. Take this form to the Director of Undergraduate Studies of your home Department to complete his/her section.
5. Return completed form and supporting materials **by 4:00 p.m. on Friday of the first week of classes in the applicable semester to:** Recorder's Office, College of Arts and Sciences, Kirkwood Hall 001.
You will receive notification of the decision on your petition by IU email within 10 business days.

Student Signature

Date

INSTRUCTOR: COMPLETE THIS SECTION

By approving this request I understand that it will be necessary to tailor instruction and assignments in this course to undergraduate students who may not have the same preparation as graduate students.

Comments (optional):

Instructor Signature

Date

DIRECTOR OF UNDERGRADUATE STUDIES: COMPLETE THIS SECTION

By signing this form I endorse this request for the student to be allowed to enroll in the graduate course listed above. The course _____ should _____ should not count toward the student's major.

Comments (optional):

Signature of Director of Undergraduate Studies

Date

Approved: _____ Denied: _____ Dean's signature: _____ Date: _____