UNIVERSITY OF TORONTO
FACULTY OF ARTS & SCIENCE

REQUEST TO TAKE A GRADUATE COURSE

In exceptional circumstances, undergraduate students in the Faculty of Arts & Science may be granted permission to take a graduate course sponsored by an Arts & Science graduate unit as part of the student's undergraduate degree. Permission of the sponsoring department is required. The graduate unit may also require the instructor's written permission. Use of such a course toward a student's program requirements is at the discretion of the undergraduate program sponsor. For degree requirement purposes, a graduate course will count as the equivalent of a 400-level course.

To be considered for a graduate course students must complete this form and submit it to the department.

STUDENT NAME: _____
surname given name

STUDENT ID #: _____ ACADEMIC SESSION: _____

TITLE OF REQUESTED COURSE: _____

TOTAL CREDITS (FCEs) COMPLETED: _____ CURRENT CGPA: _____

UNDEGRADUATE COURSES COMPLETED IN THIS SUBJECT AREA (list course codes only): _____

_____

DECLARATION: if approved and registered in a graduate course, I understand that I will have to meet the expectations and deadlines of a graduate course and my marks may not be available till a few weeks later than undergraduate courses.

Signature: _____ Date: _____

FOR OFFICE USE:

☐ Approved Associate Chair, Undergraduate _____ Date: _____

Instructor _____ Date: _____

Course code in which student will be registered _____. This is an:

☐ Undergraduate course or

☐ Graduate course (go to https://apps.artsci.utoronto.ca/staff/ to request student enrolment)

☐ Copy of this form given to instructor.

Important Notes for instructors:

Both undergraduate and graduate course marks are submitted on eMarks. ***The only acceptable grade for an undergraduate enrolled in a graduate course is a percentage grade****, letter grades are not accepted.*

c.c. Graduate Administrator

Nov 25, 2014

Notice of Collection of Personal Information: Freedom of Information and Privacy Act

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. The University is also required to report student-level enrolment-related data to the Ministry of Training, Colleges and Universities as a condition of its receipt of operating grant funding. The Ministry collects this enrolment data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.