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