GRADUATE STUDENT PERMISSION TO ENROLL IN A COURSE BELOW THE 500-LEVEL

With the approval of their director of graduate studies (DGS) and the associate dean for academic affairs, graduate students may enroll in courses below the 500 level, but these courses will not count toward the credits required for a post-baccalaureate degree and will not be included in a student's GPA calculation. The grading basis for such courses will be A+, A*, A-*, B+*, B*, B-*,C+*, C*, C-*, F*; the asterisk next to the letter grade indicates that the course will not count for graduate degree credit and will not factor into the GPA. Standard drop/add and course withdrawal deadlines apply.

To enroll in a course below the 500 level, a graduate student must complete the form below, obtain the signature of the DGS and submit the form to gradacademics@duke.edu or to the Graduate School, 2127 Campus Drive, before 5:00 p.m. two business days before the last day of the drop/add period. **Note**: Full-time enrollment in graduate-level coursework is required for approval to add a course below the 500 level. For master's students, full-time enrollment is 9 credits; Ph.D. students need to be enrolled in at least 1.0 credit to maintain full-time status.

Student Name: _____ Student ID: _____

Department: _____ Student Email Address: _____

I am enrolled at Duke as a (check one): ☐ Master's student   ☐ Ph.D. student

Course Number, Section Number and Title: _____

Lab/Discussion Section Number (if applicable): _____

Instructor(s) Name(s): _____

The semester for which I am making this enrollment request is: _____

I wish to take this course for (check one): ☐ A*, B*, C*, F* grading   ☐ AUD (audit) grading*
(*AUDIT requests must also include an email from the instructor granting the student permission to audit.)

I (check one): ☐ will   ☐ will NOT require a credit overload (12+ credits) to enroll in this course.

Brief explanation of the reason to take the requested undergraduate-level course:

_____

_____   _____
Signature, Director of Graduate Studies   Signature, Associate Dean for Academic Affairs