

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-*, and F*; the asterisk next to the letter grade on the transcript 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 anita.lyon@duke.edu or Sanford Registrar, Rubenstein Hall 108, 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 do not have set credit requirements to maintain full-time status.

Student Name: _____ Student ID: _____

Program: _____ Student Email Address: _____

Course Number, (e.g. 1653 found in DukeHub): _____

Catalog Number & Section (e.g. PUBPOL 100.01): _____

Lab/Discussion Section Number (if applicable): _____

Grading Basis: Graded: _____ Audit: _____

Instructor(s) Name(s): _____

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

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

Signature, Director of Graduate Studies

Signature, Sanford Registrar