



REQUEST TO TAKE AN ARTS & SCIENCE 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 my request is approved and I am enrolled 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 until a few weeks later than undergraduate courses. I understand that I cannot use this course toward a University of Toronto graduate program at a later date.

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://webapp.artsci.utoronto.ca/department/> 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

July 2017

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

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