



WILLIAM & MARY

Arts & Sciences

DEAN OF UNDERGRADUATE STUDIES

Enroll in Graduate-level Course for Graduate Credit Form

Senior undergraduate students at William & Mary may take up to six hours of courses offered at the graduate level and receive graduate credit, provided:

- Student has a GPA of at least 3.0 overall
- The graduate credits are in excess of all requirements for the bachelor's degree

Instructions

1. Complete one form for each graduate course.
2. Obtain the instructor's signature.
3. If the course is taught in Arts & Sciences, obtain the signature of the chair/director.

If the course is taught in the School of Business, School of Education, School of Law, or School of Marine Science (VIMS), obtain the signature of that school's Dean.

4. Attach a copy of your [Degree Works](#)
5. Return completed form to the Dean of Undergraduate Studies, Ewell Hall 125.

Deadline: The completed form (with Degree Works) is due before the end of Add/Drop.

If the petition is approved, the Registrar's Office will send a notification of enrollment in the course.



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DEAN OF UNDERGRADUATE STUDIES
Dean's Office, Ewell Hall 125
757-221-2498 | dean-ugs@wm.edu

Enroll in Graduate-level Course for Graduate Credit

Student's Name: _____ **Banner ID #:** _____

Phone: _____ **Email:** _____

Major: _____ **Anticipated Graduation Date:** _____

I request to take the graduate-level course (described below) for graduate credit:

_____ Semester | Year will be Taken

_____ CRN

_____ Date

Permission granted by instructor:

_____ Instructor Signature _____ Date

Approvals:

_____ A&S Chair/Director Signature _____ Date

or

_____ Dean of School Signature _____ Date

_____ Signature of Dean of Graduate Studies and Research (required for A&S graduate courses only) _____ Date

_____ Dean of Undergraduate Studies Signature _____ Date