Raymond A. Mason School of Business
WILLIAM & MARY

REQUEST TO TAKE NON-PROGRAM/ BUSINESS COURSE (FOR CREDIT)

This form should be used by Raymond A. Mason School of Business Graduate Students who wish to take a graduate course *outside of their program or school*, but appropriate for graduate study and credit towards the degree.

INSTRUCTIONS:
1. Complete Section A of the form.
2. Obtain the instructor's and your Program Director's signatures.
3. Obtain additional approvals in Section C if course is outside your Program or the Mason School of Business.
4. Return form to your Program Office.

SECTION A: (Completed by the Student)

Student Name: _____   Student ID: _____

Program (i.e. Flex, FT, MAcc, etc.): _____   Effective Semester/Year: _____

Anticipated Graduation Semester/Year: _____

List the course (outside of the program) that you wish to take:

Course Name	Course Number & Section	CRN	Credit Hours	Days/Time

By signing below, you assume full responsibility for dropping the course if you decided you no longer wish to take it. If you have a hold or other registration restriction, you understand that it must be taken care of PRIOR to this form being processed.

Student Signature: _____   Date: _____

SECTION B: Program Approval - Please sign below if you approve the request that this student be enrolled in the course listed and granted credit towards the graduate degree.

Faculty Signature: _____   Date: _____

Program Director Signature: _____   Date: _____

SECTION C: Additional Approval - Please sign below if you approve this student to be enrolled in the course listed in your program.
Director (of Program offering course) required if course is within the Business School, but outside your program OR Dean approval required if course is with the School of Education or School of Marine Science OR Faculty approval required if the course is in Graduate Arts & Sciences OR Registar approval required if couses is in the School of Law.

Print Name/Signature: _____   Date: _____

FOR OFFICE USE ONLY	Processed Date:	Initials: