

**REQUEST TO TAKE AN  
 UNDERGRADUATE COURSE**

This form should be used by Raymond A. Mason School of Business graduate students who wish to take an undergraduate course at William & Mary.

Graduate students may take up to four credit hours of courses normally offered for undergraduate credit (i.e. language, music, etc.) with approval from the program office. The student will not receive graduate credit for the course. Undergraduate courses do not count towards the graduate degree. Part-time graduate students will be billed at the graduate student tuition rate for undergraduate courses taken.

**INSTRUCTIONS:**

1. Complete Section A of the form.
2. Obtain the instructor's signature.
3. Return form to your program office.

**SECTION A: (Completed by the student)**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Program (i.e. PT, 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 decide you no longer wish to take it. You also acknowledge that you have read and agree to the university policy outlined above and stated in the graduate catalog. 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.**

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_