



**School of Graduate Studies**  
**Request for Graduate Students to**  
**Enroll in Undergraduate Courses**  
 Updated November 2024

**Notes:**

1. Section 2.6.3 of the Graduate Calendar states that Graduate students may only enroll in undergraduate courses with the approval of their Supervisor or Graduate Program and the host Undergraduate Department. Students are responsible for meeting the deadlines and requirements of the Undergraduate course as presented in class and in the Undergraduate Calendar. Graduate students will be graded under the graduate grading scale.
2. Students electing or required to take undergraduate courses may only register for a maximum of 12 units of such work.
3. All forms should be completed in accordance with the regulations outlined in the Calendar of the School of Graduate Studies and will be retained as part of the student's official record.
4. Graduate Studies will confirm unit count and if student is eligible for enrolment before reaching out to the undergraduate program office to secure the necessary permissions.

<b>First Name:</b>	<b>Student ID:</b>
<b>Last Name:</b>	<b>Full-Time or Part-Time:</b>
<b>Full Program Name:</b>	<b>Degree:</b>

Course Selection		
Subject Area (e.g., BIOLOGY, HTHRSM)	Course Number (e.g., 2OB3, 1HRO)	Term: (e.g. Fall 2024)

<b>Part A: Statement By Student (please complete before submitting to your department):</b>	
I am within the maximum limit of 12 units as mentioned in 2.6.3 of the Graduate Calendar. Yes      No	

<b>Student Signature:</b>	<b>Date of Signature:</b>
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**Part B: Statement by Supervisor to include rational/reason why the course is recommended/required or if it is for general interest. (If there is no supervisor, please enter N/A in the box below):**

**Supervisor Signature:**

**Date of Signature:**

**Name of Faculty Member:**

**Part C: Statement by Chair/Graduate Advisor/Programme Area Co-Ordinator to include rational/reason why the course is recommended/required or if it is for general interest:**

**Chair Signature:**

**Date of Signature:**

**Name of Chair:**

**Once form is fully complete, please submit via Service Request "Graduate Students - Take Undergrad Course" - UGRAD**