



ENROLMENT OF UNDERGRADUATE STUDENTS IN GRADUATE COURSE

STUDENT INFORMATION:		Student Number:	
Given Name:		Family Name:	
E-mail:		Telephone:	
Degree in progress: (e.g. BSc, BA)		Degree Major:	

COURSE INFORMATION: All fields are required

Course Start Date: (yyyy/mm/dd)	Program Offering Course:
Course Name and Number: (e.g. ECON 500)	
Section:	Credits:

Please see <http://www.grad.ubc.ca/current-students/managing-your-program/undergraduate-students> for information on enrolment of undergraduate students in graduate courses.

Please complete all sections and obtain **three signatures** before submitting form to the Faculty of Graduate and Postdoctoral Studies for approval. If the request is approved, Enrolment Services will register you.

IMPORTANT: The form must be signed **by an official staff member of your Faculty Advising Office**. You can find your Home Faculty Advising Office here: <https://students.ubc.ca/academic-success/academic-supports/academic-advising>

NOTE TO INSTRUCTOR AND FACULTY ADVISING OFFICE:

To be eligible to take a graduate course, undergraduates must meet the following requirements:

- must have completed at least 75% (normally equivalent to 36 credits) of the 300 and 400 level courses required for their bachelor degree, and must have a minimum overall average of 76% (B+) in their completed 300 and 400 level courses.
- must have completed all pre-requisite courses.

Please note: this form must be submitted to the Faculty of Graduate and Postdoctoral Studies **no later than the Add/Drop deadline** for the relevant term. Deadlines are listed at <https://students.ubc.ca/enrolment/dates-deadlines>

Approval of Undergraduate Student's Home Faculty Advising Office:

The student fully meets the above requirements: Yes No

If "No", course instructor must submit written justification for making an exception to the requirements.

_____ Signature	_____ Name	_____ Faculty	_____ Date (yyyy/mm/dd)
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Approval of Course Instructor: I give my permission for the above student to enrol in my course.

_____ Signature	_____ Name (please print)	_____ Program	_____ Date (yyyy/mm/dd)
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Approval of Graduate Advisor of Department Offering Course:

_____ Signature (must be different from above)	_____ Name (must be different from above)	_____ Program	_____ Date (yyyy/mm/dd)
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Graduate Studies use only:

_____ Date of Approval	_____ Signature of G+PS Clerk
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