THE UNIVERSITY OF BRITISH COLUMBIA
Graduate and Postdoctoral Studies

Office of the Dean and Vice-Provost
Student Academic Services
grad.ubc.ca | graduate.sas@ubc.ca

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)

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)

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)

Graduate Studies use only:	
Date of Approval	Signature of G+PS Clerk