

PROFESSIONAL STUDENT PERMISSION TO ENROLL IN A COURSE BELOW THE 500 LEVEL

With the approval of the department, Nicholas School students may enroll in courses below the 500 level, but these courses will not count toward the credits required for a post-baccalaureate degree and will not be included in a student's GPA calculation. The grading basis for such courses will be A\*B\*C\*F\*; the asterisk next to the letter grade on the transcript indicates that the course will not count for graduate degree credit and will not factor into the GPA. Standard drop/add and course withdrawal deadlines apply. To enroll in a course below the 500 level, the student must complete the form below, and submit the form to [nsoe-registrar@duke.edu](mailto:nsoe-registrar@duke.edu) or Student Services located at A108, LSRC before 5:00 p.m. on the last day of the drop/add period. Note: Full-time enrollment in graduate-level coursework is required for approval to add a course below the 500 level. For masters/professional students, full-time enrollment is 9 credits.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ (see DukeHub; this is not the unique ID)

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Course Number, Section Number and Title: \_\_\_\_\_ Class Number \_\_\_\_\_ (see four digit code next to the section number in the DukeHub)

Lab/Discussion Section Number (if applicable): \_\_\_\_\_

Instructor(s) Name(s): \_\_\_\_\_ Instructor Signature: \_\_\_\_\_  
(signature or email consent required if the "instructor consent required" designation appears in the DukeHub)

\_\_\_\_\_  
Student Signature                      Date                                      NSOE Registrar                      Date Processed

Before you submit this form, **please read** the following information. You are responsible for making sure that you are carrying a minimum of nine graduate credits each semester (credits for the course above do not count in this total). It is also your responsibility to make sure that you have adequate credits towards graduation and that you are meeting graduation requirements. Please be aware that the undergraduate credits are included in the total number of credits for which you are registered even though they **do not count** towards credits for graduation and the GPA calculation. Therefore, if taking an undergraduate course puts you over the 15 credit limit, you must request permission for overload. Do **not** wait until the last day of drop/add to get permission for an overload or to try to arrange enrollment in an undergraduate course. An *overload form* is available from Student Services or on the advising web pages.