VANDERBILT UNIVERSITY
Office of the University Registrar

Special Enrollment Request:
Undergraduate Enrollment in Graduate or Professional Course

Return the completed form to your school's Office of Academic Services no later than the tenth day of classes.

Student ID (000######):		**Student Name:**	
Vanderbilt Email:		**Student School:**	
Term (semester/year):		**Classification:**	

CONDITIONS FOR ENROLLMENT:

- Student must be a SENIOR with a B (3.0) average. Students in the School of Engineering must be a JUNIOR or SENIOR with a 3.5 average GPA in the preceding two semesters.
- Total term credit load may not exceed 15 credit hours for A&S or GPC students or 18 credit hours for ENG and BLR students.
- Work taken is limited to those courses approved for graduate/professional credit, excluding thesis and dissertation research courses and similar individual research and reading courses. (A&S students may not typically take professional courses for credit.)
- Permission for undergraduates to enroll in graduate/professional level courses does not constitute a commitment on the part of any department or program to accept the student as a graduate or professional student in the future.
- Students must comply with regulations in their home school's section of the undergraduate catalog.

REQUESTED COURSE:

Subject Area	Course Number	Section Number	Course Title	Credit Hours

APPROVAL TO ENROLL:

	Name (Print)	Signature	Date
Course Instructor			
Director of Graduate Studies (for the course)			
Student Adviser			

STUDENT DIRECTIVE: If approved by the school, I request that credit for this course be (select one):

☐ **Applied to my undergraduate degree** (default enrollment if no choice indicated)

☐ **Reserved for a future graduate degree**—conditions apply:

- Work should be in excess of that required for the bachelor's degree.
- All undergraduate students exercising this option are treated as graduate students with regard to class requirements and grading standards.
- Peabody students: courses taken are subject to departmental approval before they may be used toward a Peabody post-baccalaureate program.

Student Signature		**Date:**	
School OAS Verification		**Date:**	

Return the completed form to your school's Office of Academic Services no later than the tenth day of classes:

Blair School of Music: Main Office, Blair School of Music
College of Arts & Science: 350 Buttrick Hall
Peabody College: 215 Peabody Administration Building
School of Engineering: 104 Featheringill Hall