UCSB
University of California
Santa Barbara

PETITION TO ENROLL IN A GRADUATE COURSE

Office of the Registrar
University of California, Santa Barbara
Santa Barbara, CA 93106-2015
Phone: 805-893-3592
FAX: 805-893-2985
http://www.registrar.ucsb.edu

The policy regarding enrollment by an undergraduate in a graduate course requires:
1. The students **must** have a minimum cumulative grade-point average of 3.0;
2. The student **must** have at least 12 units of upper-division credit with a grade of B or better in the subject of the graduate course;
3. Graduate courses completed by undergraduate students will not apply toward graduate degrees, unless taken while enrolled in a combined BS/MS program.

To enroll in a graduate course, take this petition with an unofficial copy of your transcript to the instructor for initial approval, and obtain signatures as required. Your signed petition must be returned to the Office of the Registrar by the registration deadlines listed in the current *Schedule of Classes*.

Note for BS/MS Program Students in the College of Engineering:
Students admitted to the BS/MS Program in Engineering may use this form to enroll in approved graduate-level engineering courses. **To enroll, obtain the Instructor's and Associate Dean's signatures only.** This form may be presented at any time during your regularly scheduled registration appointments.

Name _____ Perm _____

Phone _____ Degree Program _____

E-mail _____ Major/ Department _____

ACTION REQUESTED FOR: ❑ **Fall** _____ (Year) ❑ **Winter** _____ (Year) ❑ **Spring** _____ (Year) ❑ **Summer** _____ (Year)

College: ❑ **Letter & Science** ❑ **Creative Studies** ❑ **Engineering**

Are you an EAP student? ❑ **Yes** ❑ **No**

Class:

Subject	Course #	Enrollment Code	Grade Option	Units	Instr. #	Instructor name

_____ **Student Signature**

_____ **Date**

ADDITIONAL APPROVALS REQUIRED:

Instructor's Approval:
I have seen the student's transcripts and verify that the student meets the above stated qualifications. ☐ **Yes** ☐ **No**
If an exception is required, please explain why you support it.

_____

_____

Instructor's Signature: _____ Date: _____

Chair of Dept Offering Course _____ Date _____
(Not Required for BS/MS students in the College of Engineering)

Dean/ Assoc. Dean of College _____ Date _____
(Engineering and Creative Studies students only)

Office of the Registrar Use Only

Processed by _____ **Date** _____

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