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 ______  ☐ Winter ______  ☐ Spring ______  ☐ Summer ______
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.

__________________________________________   Date: ____________________________
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 _____________

San Diego, CA 92110-1199
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Registrar@ucsd.edu
http://www.registrar.ucsd.edu