

UGRAD Course Permission Form
(MEMP and MEng)

To be completed by the student seeking permission to take an Undergraduate course:

Duke Student ID (NOT Unique ID): _____ Duke E-mail Address: _____

Name (print clearly): _____ Duke Net ID: _____

Degree Pursuing (e.g., MEMP, MEng, etc.): _____

Seeking permission to take the following Undergraduate course, if space is available*:

_____ (ex: 4630 EGRMGMT 560.02)
(class number) (course prefix) (course number) (course section)

Course Title (ex: Project Management): _____

Term:

☐ Fall Semester

☐ Spring Semester

Year:

☐ 2023

☐ 2024

☐ 2025

Grading Basis:

☐ Graded (A-F)

☐ Audit

☐ Credit/No Credit

I request to take the Undergraduate course listed above and understand the course credits will not count toward my degree nor will the grade be used to calculate my GPA.

Signature of Student

Date

To be completed by the Course Instructor:

Override enrollment cap, if necessary?

☐ Yes ☐ No

Signature of Course Instructor

(or attach email from Course Instructor)

Date

To be completed by the Director of Masters Studies in Student's Home Department

Signature of Dir. Masters Studies

(or attach email from Home Department)

Date

Do not write below this line – office use only.

Signature of Assoc. Dean, Masters Programs

Date

Please return completed form with appropriate signatures to:
MEMP: MEMP Academic Coordinator at memp_ac@duke.edu
OR MENG: Master's Coordinator