

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): _____

Degree Pursuing (e.g., MEM, MEng): _____

Concentration (e.g., AIPI, BME, etc.): _____

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

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

Course Title (ex: Project Management): _____

Term:	Year:	Grading Basis:
<input type="checkbox"/> Fall Semester	<input type="checkbox"/> 2025 <input type="checkbox"/> 2026 <input type="checkbox"/> 2027	<input type="checkbox"/> Graded (A-F)
<input type="checkbox"/> Spring Semester		<input type="checkbox"/> Audit
		<input type="checkbox"/> 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 Program Coordinator or DMS of student's home program

Signature from Department
(or attach email from Home Department)

Date

Please return completed form with appropriate signatures to: Pratt Student Records:
Cherie.Creten@duke.edu

To be completed by Pratt Student Records

Signature of Assoc. Dean, Masters Programs

Date