

FACULTY OF ARTS OASIS

Enrolment of undergraduate students in 600-level courses

For the Policy and Procedures, refer to www.mcgill.ca/oasis/ba/course/graduate/

Student Name: Student Number:
Student e-mail: Student Phone Number:
Student Signature: Date:
CGPA: Year: Number of credits remaining for B.A:

600-level course(s) wanted:

1. Title of course: CRN: Subject: Course No.: Section: Semester:
2. Title of course: CRN: Subject: Course No.: Section: Semester:

Reason for Request:

Approval of Professor of the course:

.....
Name Signature Date

Approval by Departmental Adviser or Undergraduate Program Director:

.....
Name Signature Date

Any Additional Information:

Decision of Arts Faculty: Approved Refused

.....
Name Signature Date

Remarks:

"If any of the following pertain to you, you are ineligible for pursuing 600-level courses; CGPA is below 3.30; not in U3, request was late or you are a Visiting, Special or Exchange student"

Decision of Graduate & Postdoctoral Studies: Approved Refused

.....
Name Signature Date

For ARTS OASIS: Permit-override issued by: Date.....

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POLICY:

An Arts undergraduate student will be permitted to take 600-level courses subject to the following conditions:

1. The student has a minimum **CGPA of 3.3**.
2. The student is in **U3** or higher. Note: Visiting, Special or Exchange students are ineligible.
3. The course instructor and the program adviser or the director of the undergraduate program provides written approval supporting the request.
4. A maximum of **six credits of 600-level** courses are allowed towards the student's B.A.
5. The actual course number appears on the student's transcript.
6. The course evaluation methods and grading standards are the same for all students, whether graduate or undergraduate.
7. The regulations and practices of the Faculty of Arts are also applied to the course.

PROCEDURES TO BE FOLLOWED BY THE STUDENT:

- A. Email the completed FORM to [Arts OASIS Service Desk Portal](#)
- B. In the subject line, indicate '600-level course; Semester (ex: Fall 2023, Winter 2024)
- C. Approvals from the instructor and the department are required. The dept/instructor may include additional information if they would like and all of the other conditions detailed below still apply.
- D. **DO NOT LEAVE REQUEST TO THE LAST DAY**. Submit the form by Aug 31st for the Fall semester, December 15th for the Winter semester, or April 15th for the Summer semester
- E. You will be contacted by Arts OASIS once a decision has been made, including when to register for the course if your request was approved.

It is the responsibility of the student to start the procedures well in advance of the term and to undertake the various steps along the way to final approval so that they can be completed before the end of the Drop/Add period.

If any of the following scenarios pertain to you, you are ineligible for pursuing 600-level courses: CGPA is below 3.30; not in U3; request was late; or you are a Visiting, Special or Exchange student.

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