

FACULTY OF ARTS - OASIS
Enrolment of undergraduate students in 600-level courses

For the Policy and Procedures, please see the other side (webpage: 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:

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

Reason for Request:

Approval of Professor of the course:

.....
Name Signature Date

Approval by Adviser or Undergraduate Program Director:

.....
Name Signature Date

Any Additional Information:

.....

Decision of Arts Faculty: Approved Refused

.....
Name Signature Date

Remarks:

(In EXCEPTIONAL CASES (see reverse side for details) -- 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.
3. The professor of the course 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 B.A.
5. The actual course number appears on the 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 Arts Faculty are also applied to such a course.

PROCEDURES TO BE FOLLOWED BY THE STUDENT:

- A. Complete the standard form, preferably well in advance of the start of classes.
- B. Get approval on the form or on a separate note from the professor of the course and from the adviser or the director of the undergraduate program.
- C. Submit the form, with the approval, to the Assistant to the Associate Dean of the Faculty of Arts (Dawson Hall, Room 110) before the end of the course Drop/Add period. **DO NOT LEAVE REQUESTS TO THE LAST DAY.**
- D. If the conditions and procedures are met, the request will be approved and the Assistant to the Associate Dean of Arts will issue a permit-override. It is the student's responsibility to register for the course on MINERVA before the end of the course Drop/Add period.

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. Late requests are likely to be refused, but if they are approved, the student will be subject to the Late Add Fee.

EXCEPTIONAL CASES (CGPA below 3.3, not in U3, late requests, Visiting, Special or Exchange students):

Students in this category must also submit a letter detailing the reasons why approval should be granted even though the conditions have not been met. Such requests may be refused. The procedures for such requests are the same as those stated above.

Dr. Lucyna Lach
Associate Dean (Student Affairs)
Faculty of Arts OASIS

Martin Kreiswirth, Ph.D.
Dean
Graduate and Postdoctoral Studies

For more information please read: www.mcgill.ca/oasis/ba/course/graduate/