

# Western Engineering

## Request to Enroll (for credit) in a Graduate Course Outside Home Program

A graduate student wishing to take a graduate course for credit outside their home department, must obtain approval from BOTH the program offering the course AND their home program, and meet all other criteria assigned by the instructor and/or their home program.

A graduate student must first obtain the course instructor's signature, then supervisor's signature (for MEng and PhD students) or MEng Chair's signature (for MEng students), and submit the signed form to their home program graduate office by the graduate course registration deadline for the term (4:00 p.m. January 15th, May 15th, or September 15th). Once approval is given, the student's home department graduate office will enroll the student in the course.

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Degree:      PhD \_\_\_\_      MEng \_\_\_\_      MEng \_\_\_\_

Department Offering the Course: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_

Term: Summer \_\_\_\_      Fall \_\_\_\_      Winter \_\_\_\_

Enrolment Criteria assigned by the Instructor and/or Home Program:

None \_\_\_\_\_ or, the following criteria must be met \_\_\_\_\_

Approval of Course Instructor: \_\_\_\_\_

Approval of Supervisor/MEng Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Course counted towards Program Requirements: Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

Approval of Home Department: \_\_\_\_\_

For Office Use:

Comments: