

Roy and Diana Vagelos Division of Biology and Biomedical Sciences

Class Approval Form

Students are eligible to take one class per semester from the list of participating schools below. In order to do so, the following form must be **completed** by the student and **approved** by the respective Graduate Program Administrator **prior to registering for the class**. **If your class is not approved by DBBS, you will be responsible for paying the tuition costs associated with that class.** Below is a list of participating schools and exceptions that are not included.

Participating Schools: Arts & Sciences, Olin School of Business, Sam Fox School of Design and Visual Arts, School of Engineering and Applied Science, School of Law, George Warren Brown School of Social Work and the School of Medicine. The course must be home to one of these schools.

Exceptions: Classes from University College, Professional (i.e. PMBA), and Executive Education (i.e. EMBA) Programs, Sever Institute of Continuing Studies, Summer School and Evening Programs do not participate in this agreement and may require the student to pay additional tuition. Applied music classes are also an exception to this policy and other types of one-on-one instruction may also be excluded. A faculty member or school may decline due to limitations of time and resources. *It is the student's responsibility to discuss specifics with his/her home program and host school officials.*

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Class Approval Form

Students are eligible to take **one class per semester**. Please complete the first page of this form and submit this, along with the course description, to your Graduate Program Administrator **prior to registration of the course**. This form is due 1 week prior to the internal DBBS deadline.

Part I:

Students, please fill out the following information about yourself and the class you wish to take this semester.

Last Name: _____ First Name: _____

Email Address: _____

Thesis Advisor: _____

GR Level : _____ Program: _____

MTSP PhD Semester: _____ Year: _____

Reason for taking Course: _____

Over 36 Units Interdisciplinary Course (outside of L41) 400 level & under

Course Title	School	Course #	Section	Lab	Units	ABC or P/F Grade
						or

Part II:

Students, please obtain the course description for the class you wish to take and retain it as a PDF or Word Document. You will provide this to your Graduate Program Administrator and the following individuals whose signature you must obtain before being considered for this course.

I have obtained the course description in a PDF or Word Document

Part III:

Students, please obtain the following signatures. Once you have gathered the signatures of the below parties, please return this form, **with the course description attached**, via email to your Graduate Program Administrator. ***Do not register for the class until you have heard back from your Graduate Program Administrator that it has been approved for you to take. If the class is not approved, you are responsible for covering tuition costs for that class.***

Instructor

Print & Sign _____ Date: _____

**only needed for Interdisciplinary Courses outside of DBBS*

Thesis Advisor

Print & Sign _____ Date: _____

Program Director

Print & Sign _____ Date: _____

FOR DBBS STAFF USE ONLY:

GPA Checklist:

Tuition Note in Database

In Good Standing

Working Towards or MTE Workshops Completed

Graduate Program Administrator

Print & Sign _____ Date: _____

Finance Director

Print & Sign _____ Date: _____

GPA Final Checklist:

Form has been added to student's electronic file