



Last Name	
First Name	
UVA ID #	
UVA e-mail	
Date	

THE 6000 FORM

**For Undergraduate College of Arts & Sciences Students
Seeking to Enroll in Courses Numbered 6000 and Higher**

INSTRUCTIONS: The College and Graduate School of Arts & Sciences, with very few exceptions, adheres to the University's course numbering system. Undergraduates are not to enroll in courses numbered higher than 5999. To request an exception, students are to circulate this form and to complete the special Course Action Form on the back.

- If the course is in the GRADUATE SCHOOL OF ARTS & SCIENCES: Complete steps 1-4 below, along with the Course Action Form on the reverse, and return the form to the College of Arts & Sciences Academic Advising & Administration Office in 101 Monroe Hall.
- If the course is in ANOTHER SCHOOL AT THE UNIVERSITY OF VIRGINIA: Complete steps 1-3 below, along with the Course Action Form on the reverse, AND attach a copy of your unofficial transcript. Return the form to the College of Arts & Sciences Academic Advising & Administration Office in 101 Monroe Hall.

1. Why do you want to enroll in a graduate level class? Use additional paper if needed.

2. Course Instructor's Statement and Permission

Please indicate here the student's qualifications that lead you to permit enrollment in your graduate-level course.

Printed Instructor Name: _____ Instructor Signature: _____

3. Director of Undergraduate Program of Course's Department (Dept. Chair if outside Arts & Sciences)

Please indicate why it is preferable for this student to take the graduate level class rather than to open a parallel 5000-level section or to place the student in an independent study course at the 4000- or 5000-level.

DUP/Dept. Chair Printed Name: _____ Signature: _____

Department _____

4. Approval of Student's Faculty Advisor or Major Advisor for classes in the Graduate School of Arts & Sciences.

For classes in another school, skip this step. Return form, with unofficial transcript attached, to 101 Monroe Hall.

Advisor Printed Name: _____ Advisor Signature: _____

6000 COURSE ACTION FORM

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Class Number (5-digits)	Subject Area	Course # (4 digits)	Class Section	Course Title	Variable Credit	Grading Option (check ONE)		
						CR/NC	Audit	Grade

With these changes, I will be registered for _____ credits.

To go above the maximum (17) or below the minimum (12) number of credits allowed by the College requires approval of your Association Dean. Please inquire at 101 Monroe Hall for the appropriate form.

For office use only

For classes **OUTSIDE** the Graduate School of Arts & Sciences.

_____ Approved by Mark Hadley, Assistant Dean, College of Arts & Sciences