WHEN TO USE THIS FORM
Use this form ONLY if the course you want to take for credit is:

1. NOT on the approved list of graduate courses indicated below*
2. any undergraduate course NOT specifically listed on your "Statement of Standing on Admission" as part of your program requirements.

*Please note that prior permission is NOT required for
1) M.C.S. and Ph.D. students registering in graduate level courses from the OCICS schedule
2) ISS students taking graduate level courses offered by the Schools of Computer Science (with prefix COMP), Mathematics and Statistics (with prefix MATH or STAT) and Systems and Computer Engineering (only those courses with prefix SYSC).

THE PROCESS
1. Complete the form below
2. Attach a course description (Calendar description is acceptable)
3. Obtain signed approval of thesis or project supervisor
4. Return completed, signed form to Room 5302 Herzberg
5. Graduate Director will review request and inform student of decision
6. Approved forms will be kept on file for graduation purposes

1. Date of Request _______________________

2. Student Information
   Name: ___________________________ Student # : ___________ Program: ___PhD
   ___________________________ Student # : ___________ Program: ___MCS
   Email Address: ___________________ Telephone # : ______________
   ___________________________ Student # : ___________ Program: ___ISS

3. PERMISSION FOR CREDIT requested for: __________________________________________
   course number and title

4. REASON(S) for wanting to register in this course. Please be specific as to how this course will contribute to your thesis work or overall program success. Attach a description of the course if not listed in the Carleton Graduate Calendar.

5. For the above stated reasons, I request that the student be permitted to take this course for credit towards the degree.

   Thesis/Project Supervisor: ___________________________ Signature of Approval: ___________________________
   ___________________________ please print name of Thesis/Project Supervisor

FOR SCS OFFICE USE ONLY
Approval of Graduate Director: ___________________________
Reason if not approved: ___________________________