Policies & Procedures

1. The American Assembly of Collegiate Schools of Business requires the College of Business to enforce all course prerequisites. Graduate students are not permitted to add undergraduate coursework online through AccessPlus. Therefore, eligibility to enroll into an undergraduate Business course is determined by the instructor of the course, based on the student’s prerequisite background knowledge.

2. Please note that this form does not guarantee a student a seat in the requested course. It is used to determine academic preparedness only.

3. This form does not approve a course to apply as non-major graduate credit; it only permits a student to add the course. Courses that are approved as non-major graduate credit are listed in the catalog. Any coursework that does not have this designation must be approved by the student’s POS committee, not by the College of Business, to have the course apply to the student’s program of study.

4. Complete Part A of the Petition to Enroll in College of Business Undergraduate Coursework.

5. Contact the instructor of the course you would like to take in order to request permission to add the course based on your prerequisite background (Part B).

6. Contact the Chair of the Department offering the course to approve the add (Part B).

7. If the petition is approved, submit the completed form to the Classification Officer in 1200 Gerdin Business Building.

8. When the form is completed, and if there is a seat available in the requested course, the student will be added into the course using an add slip. If you are not a College of Business graduate student, please be sure to pick up a yellow add slip from your home graduate department and bring it to 1200 Gerdin.
Petition to Enroll in College of Business Undergraduate Coursework
(Graduate Students Only)

PART A: Student

Name: ___________________________ ID: ________________________
Email Address: ________________________________________________
Semester course will be taken: ________________ Current Graduate Program: ________________
What course are you requesting? ____________________ What section? ____________________
What prerequisite are you missing? _______________________________

1. Please state why you wish to register for this course.

2. Please state why you believe you are adequately prepared for this course without the prerequisite course work.

Student signature: ___________________________ Date: ____________

PART B: Instructor of Undergraduate Course and Department Chair

Instructor signature: ___________________________ Date: ____________
Please check one:

Approved ________ Denied ________

Chair signature: ___________________________ Date: ____________
Please check one:

Approved ________ Denied ________

Advised student of determination via _____ in person _____ email _____other

PART C: Classification Officer

If petition is approved, please return completed petition with all signatures to the Classification Officer in 1200 Gerdin Business Building, Undergraduate Programs Office. If you are not a College of Business graduate student, you must bring a yellow add slip from your home department to be signed into the course.

For office use only:
Action: ___________________________ Initials: ____________ Date: ____________