

## Petition to Enroll in College of Business Undergraduate Coursework (Graduate Students Only)

### 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 Chair (or Associate Chair) of the Department offering the course, based on the student's prerequisite background knowledge and course availability. The Department Chair may seek recommendation from the instructor if needed.
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. Graduate students will not be added to the requested undergraduate course until the day after the assigned freshman registration start date; approximately mid-November for spring registration and mid-April for summer and fall registration. Registration start dates for each term are published on the Registrar's webpage <http://www.registrar.iastate.edu/calendar>
3. This form does not approve a course to apply to a graduate program of study; it only permits a student to add the undergraduate course if a seat is available. Courses that are approved as non-major graduate credit are listed in the catalog. Any undergraduate 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. Submit the petition form to the Chair of the Department offering the course to approve the add (**Part B**).
6. If the petition is approved, the graduate student must present the completed form to the Classification Officer in 1200 Gerdin Business Building (**after the assigned freshman registration start date**) to add the course. Graduate students who register for an undergraduate business course without petition approval are subject to disenrollment from the course.
7. With the approved petition form, and if there is a seat available in the requested course, the student will be added into the course. 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.**

# IOWA STATE UNIVERSITY

OF SCIENCE AND TECHNOLOGY  
College of Business

## 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? \_\_\_\_\_ (Note: specific course section will not be identified until time of registration if a seat is available)

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: Department Chair (Associate Chair) of Undergraduate Course

Chair signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please check one:

Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_ Chair will return petition form to student with determination.

Accounting/Finance  
**Gerdin 2330**

Management/Marketing  
**Gerdin 2350**

Supply Chain Information  
Systems  
**Gerdin 2340**

### PART C: Classification Officer

If petition is approved, student must present the completed petition to the Classification Officer in 1200 Gerdin Business Building, Undergraduate Programs Office (**after the assigned freshman registration start date**) in order to be added to the course. 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.

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For office use only:

Action: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Jan 2017