REQUEST TO TAKE A GRADUATE COURSE IN THE MATHEMATICS DEPARTMENT

In exceptional circumstances, undergraduate students in the department of mathematics may be granted permission to take a graduate course sponsored by an Arts & Science graduate unit as part of the student's undergraduate degree. Permission of the sponsoring graduate department is required. The graduate unit may also require the instructor's written permission. Use of such a course toward a student's program requirements is at the discretion of the undergraduate program sponsor. For degree requirement purposes, a graduate course may count as the equivalent of a 400-level course. Some further information is on the other side of this form.

To be considered for a graduate course students must complete this form and submit it to the graduate office at the math department.

STUDENT NAME: Last: _____ First: _____

STUDENT ID #: _____ ACADEMIC SESSION: _____

TITLE OF REQUESTED COURSE: _____

TOTAL CREDITS (FCEs) COMPLETED: _____ CURRENT CGPA: _____

UNDEGRADUATE COURSES COMPLETED IN THIS SUBJECT AREA (list course codes only):

_____

DECLARATION: if approved and registered in a graduate course, I understand that I will have to meet the expectations and deadlines of a graduate course and my marks may not be available till a few weeks later than undergraduate courses.

Signature: _____ Date: _____

FOR OFFICE USE:

☐ Approved   Associate Chair, Graduate_____   Date: _____

Instructor   _____   Date: _____

Course code in which student will be registered_____. This is an:

☐   Undergraduate course   or

☐   Graduate course (go to https://apps.artsci.utoronto.ca/staff/ to request student enrolment)

☐ Copy of this form given to instructor.

c.c. Graduate and Undergraduate Administrators

August 9, 2018

Department of Mathematics Graduate Office Policy. *The main purpose of this policy is to set the standards for undergraduates to take the non-cross-listed graduate "core-courses" (MAT 1060/1061 PDEs, MAT 1100/1101 Algebra, MAT 1300/1301 Topology, and MAT 1600/1601 Probability). These are popular among undergraduates yet they largely have undergraduate parallels and the department wishes to maintain the "graduate" character of these courses. Hence the following conditions must hold before an undergraduate student would be allowed to take any of these courses:*

- *Normally only students within one of the mathematics specialist programs will be allowed to take these graduate courses.*
- *The student should be within one year of the completion of their undergraduate program requirements.*
- *The student should have taken advantage of the relevant undergraduate offerings in the broader area.*
- *The student should be strong enough to keep up with the top group of graduate students in the class. This would often mean marks in the 85+ range in undergraduate courses in the same general subject area. An even higher GPA may be expected of students who wish to take more than one graduate course.*
- *A certain maturity is expected. The student should accept their share of responsibility for moving the course along (be willing to work with fellow students and the resources offered).*
- *The total load, counting both undergraduate and graduate courses, should not be excessive. (3-4 graduate courses is a full load. The core courses take lot of time and commitment.)*

Note that from the perspective of undergraduate students cross-listed courses are undergraduate courses and are governed by the usual FAS rules; these courses can only be taken using their undergraduate course numbers. Note also that graduate topics courses are mostly managed directly by their instructors and the instructors have first say on eligibility, marking, and pre-requisites. The above guidelines do not bind instructors of graduate topics courses, but they are advised to at least bear them in mind.

Department of Mathematics Undergraduate Office Policy. *The undergraduate office will consider graduate courses taken in the math department towards program requirements on a case by case basis, while keeping in mind the following (non-binding) guidelines:*

- *Topics courses whose content does not significantly overlap with the student's prior undergraduate courses will count as 0.5FCE in a 400-level course.*
- *For students who already took MAT347Y, MAT1100 and MAT1101 together will count as 0.5FCE in a 400-level course. In the very rare cases where undergraduate students take both MAT1100 and MAT1101 without having taken MAT347Y, these courses will only count as a substitute for MAT347Y.*
- *For students who already took MAT351Y, MAT1060 and MAT1061 together will count as 0.5FCE in a 400-level course. In the very rare cases where undergraduate students take both MAT1060 and MAT1061 without having taken MAT351Y, these courses will only count as a substitute for MAT351Y.*
- *MAT1300 Core Geometry is considered equivalent to MAT367. MAT1301 Core Topology is considered as a topics course.*
- *For the purpose of this policy, MAT 1600/1601 count as topics courses.*

Cross listed courses are taken as undergraduate courses and need not be mentioned here.

Important Notes for instructors. *Both undergraduate and graduate course marks are submitted on eMarks.* ***The only acceptable grade for an undergraduate enrolled in a graduate course is a percentage grade***, *letter grades are not accepted.*