

IOWA STATE UNIVERSITY

Helping you become your best.

Petition to Enroll in College of Business Graduate Coursework

Policies & Procedures

1. You must be currently enrolled in a graduate program at Iowa State University to be eligible to register for MBA core courses; non-degree students are not eligible for core courses. Non-degree and degree-seeking students are eligible for enrollment in business electives.
2. **Attach a copy of a recent transcript to your petition.**
3. **Attach a copy of your resume to the petition.**
4. **If you are not a registered students at ISU**, you will need to submit a non-degree graduate application to the admission office. This form can be found at <http://www.admissions.iastate.edu/apply/index.php?type=nondegree>.
5. Complete the form in its entirety, sign it, and submit it to the Graduate Programs Office in 1360 Gerdin Business Building by 5:00 p.m. on the Monday three weeks prior to the start of classes. **The Student cannot go directly to the professor. Students must go through the Business Graduate Programs Office.**
6. The Graduate Programs Office will notify you of the decision, via email, one to two weeks prior to the beginning of the semester. Since your request may not be granted, please have an alternate plan in place in case you do not receive approval.

Disclaimers:

Submission of this form does not guarantee enrollment in a Business course.

MBA students are given first priority over all other students. If you receive permission to enroll in a course that eventually closes or fills, you may be required to drop the course so that an MBA student may enroll.

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(Read the policy and procedures on back)

Name: _____ ISU ID Number: _____

Email Address: _____ Phone Number: _____

Current Degree Program: _____ Masters Doctoral Undergrad

Expected Graduation Term & Year: _____

Desired Course (title and number): _____ Term Requested: _____

Instructor: _____ Section: _____ Meeting time: _____

Reason for Requesting Course (Non-degree or Non ISU students must attach a separate statement of purpose describing how the course fits into their overall degree/career plans):

Have you taken the required pre-requisites for the desired course? _____
If no, please provide a reason to waive pre-requisites. If yes, please list the courses.

Graduate Programs
Iowa State University
College of Business
1360 Gerdin Bus.Bldg.
Ames, IA 50011-1350
Phone: 515 294-8118
Fax: 515 294-2446
E-Mail:
busgrad@iastate.edu

Student Signature Date

Attach a copy of your current transcript & resume.

For office use only:

Instructors: Please review, check appropriate box approve/deny) & sign.

Enrollment: _____ Date: _____

- Approved
- Denied (state reason below)

Instructor Signature Date