

# HOW TO PETITION TO ADD A COURSE

Special permission to add a course may be given to students with extenuating circumstances. Please see the appropriate contact information below:

<b>Business Courses:</b>	
AC, BAN, CIS, ENT, FIN, IB, LW, MBA, MG, MK, SB, STR	Business.School@qu.edu
<b>Engineering Courses:</b>	
CER, CSC, ENR, IER, MER, SER	Engineering@qu.edu
<b>Communications Courses:</b>	
COM, FTM, ICM, IDD, JRN, MSS, STC	SchoolofCommunications@qu.edu
<b>College of Arts &amp; Sciences Courses:</b>	
AN, AR, BIO, CAS, CHE, CJ, DR, EC, EN, GDD, GPH, GT, HS, IDS, IRST, LE, MA, MU, PHY, PO, PS, SCI, SO, WS, Languages	CASDeans@qu.edu
<b>Education Courses:</b>	
ED, EDL, IDN, and SPED	Marion.Sparago@qu.edu
<b>Health Science Courses:</b>	
AT, BMS, DMS, FLW, HSC, PY, OT, PA, PR, PT, RA, RS, SW	SHSDeans@qu.edu
<b>Nursing Courses (NUR):</b>	
	SNURDeans@qu.edu
<b>QU Courses (QU):</b>	
	QUSeminars@qu.edu
<b>FYS Courses (FYS):</b>	
	FYS@qu.edu
<b>Transfer credit questions:</b>	
	TransferAdmissions@qu.edu

## Undergraduate Students Taking Graduate Courses

Any undergraduate student wishing to register for a graduate class must receive permission from the graduate program director.

## Graduate Students

Any graduate student needing special permission should contact the appropriate program director.

## Approval-required Courses

Completed forms signed by the appropriate dean or program director must be submitted with the registration form for the following courses:

- Independent study
- Thesis
- Tutorial
- Residency
- Internship
- Comprehensive exam