

# 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, BBA, BLW, CIS, ENT, FIN, IB, HM, MBA, MG, MK, SB, STR	<a href="mailto:SBdeans@qu.edu">SBdeans@qu.edu</a> For a closed course please use <a href="#">Closed Course form</a>
<b>Computing and Engineering Courses:</b>	
CER, CSC, CYB, ENR, IER, MER, SER	<a href="mailto:Engineering@qu.edu">Engineering@qu.edu</a>
<b>Communications Courses:</b>	
COM, FTM, GID, ICM, JRN, MSS, ADPR	<a href="mailto:SchoolofCommunications@qu.edu">SchoolofCommunications@qu.edu</a>
<b>College of Arts &amp; Sciences Courses:</b>	
AN, AR, BIO, CAS, CHE, CJ, DR, DS, EC, EN, ENV, GDD, GPH, GT, HS, IDS, IRST, JS, LE, MA, MCI, MU, PHY, PL, PO, PS, SCI, SO, WGS, Languages	<a href="mailto:CASDeans@qu.edu">CASDeans@qu.edu</a> For a retake or closed course please use <a href="#">retake a class or add to closed course form</a>
<b>Education Courses:</b>	
ED, EDL, IDN, SEL and SPED	<a href="mailto:Marion.Sparago@qu.edu">Marion.Sparago@qu.edu</a>
<b>Health Science Courses:</b>	
AT, BMS, DMS, FLW, HSC, PY, OT, OTD, OTM, PA, PR, PT, RA, RS, SW	<a href="mailto:SHSDeans@qu.edu">SHSDeans@qu.edu</a>
<b>Nursing Courses (NUR):</b>	<a href="mailto:SNURDeans@qu.edu">SNURDeans@qu.edu</a>
<b>FYS Courses (FYS):</b>	<a href="mailto:FYS@qu.edu">FYS@qu.edu</a>
<b>Transfer credit questions:</b>	<a href="mailto:TransferAdmissions@qu.edu">TransferAdmissions@qu.edu</a>

## 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