REQUEST TO ENROLL IN CLASS WITHOUT REQUIRED PRE-REQUISITE

STUDENT INSTRUCTIONS: Undergraduate students may complete this form if they have not completed prerequisite courses to enroll in a given class and they would like to petition the instructor to consider their reasons for taking the class without the pre-requisite. Complete this form and submit it to the instructor for consideration and approval.

Student’s Name ____________________________________________________________

Student ID# ____________________________ Major ______________________________

Student’s E-mail ___________________________________________________________

I would like to enroll in ____________________________ (Course number) (Term/Year)

which normally requires passing grade in ____________________ (Course numbers)

for enrollment.

STUDENT EXPLANATION: Below, explain or justify why the instructor and Department should exempt you from this class’ course prerequisites.

Your signature below verifies your statements as true.

_________________________ __________________________

Student’s signature Date

================================= INSTRUCTOR ACTION =======================

I grant / deny ______________________________ permission to enroll in __________

(Student’s Name) (Course)

Instructor’s signature Date

INSTRUCTIONS: Complete and submit this form to the department secretary.

Advisor/Chairperson signature Date

SECRETARY’S INSTRUCTIONS: Please submit to Chairperson or the student’s advisor. Please e-mail the petitioner their decision. If the instructor grants the waiver and is approved by department, place the original in the student’s folder.