



**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.