

Procedure to Request a Closed Class Permit

PLEASE NOTE: Before you file a "Request for a Closed Class Permit", there must be physical room in the assigned classroom. The Psychology Department Office will provide this information on request. Please email psydept@gvsu.edu, call 616-331-2195, or come into our office at 2224 Au Sable Hall. Our office hours are 8 am to 5 pm Monday-Friday.

Request for a "Closed Class Permit" requires both the instructor's support and the approval of the Chair of the Psychology Department.

Before your "Request for a Closed Class Permit" can be reviewed, the instructor must send a support message to psydept@gvsu.edu. The support message must provide your name, course number, section, CRN number, and it must state, "I support the request and verify that adding a student to the class will neither place undue demands on the instructor's time nor compromise the quality of the class for other students."

There must be a **compelling reason** why you should not delay taking the course until a subsequent semester. (An example of such a reason is that you have completed all other requirements for graduation.) Specify the reason in concrete detail. Note that it does not suffice to say that the course is a prerequisite for another course, unless, there is also a clear and cogent explanation of why you cannot meet this requirement in a later semester.

More information:

- 1) To print the form – go to the Psych Department's web page: <http://www.gvsu.edu/psychology/> "click" on the "**Student Forms**" (button on the left side of the page) – scroll down to the "Closed Class Permit Request" form. Print/complete the form.
- 2) Turn in the completed form at the Psychology Department Office, 2224 ASH, which is open Monday through Friday from 8 am to 5 pm, or scan and email it to psydept@gvsu.edu, or fax to 616-331-2480.
- 3) The chair of the department will review your request and instructor's approval.
- 4) You will receive an email concerning the outcome of your request within 24-48 hours of submitting your request w/proper documentation.
- 5) If the request is approved, a closed class override will be entered into the Banner system by the department chair and you will be able to register for the specific section you have requested as soon as you receive the email from the department
 - a) **Please note that you will have to register by going in My Banner (Student Tab) to the "Add or Drop Courses" screen and entering the CRN number (5-digit number for specific course section) for the approved section into the "Worksheet," then click on "Submit Changes."** If you try to register for the course through "Search for Classes," you will not be able to do so as no registration check box will appear.
- 6) If your request is not approved, your faculty advisor or a professional advisor can help you explore your options. The approach that is most frequently successful is to be vigilant in regularly checking Banner for openings that may occur, especially the Monday after tuition is due. It is also very helpful to think flexibly about your schedule. See if you can rearrange your plans so that you can either take the required course later or get into an open section of the desired course. If you need the course to keep on track with a very regimented program, it might be advantageous for you to take the course in the Spring/Summer semester at an institution near your home. If this appears to be a viable option for you, check with an advisor to be sure that you would not be in violation of the Residency Requirement and would still meet the requirement for 58 credit hours at a four-year college/university. Whenever you take a course elsewhere, be very careful to check that the course would transfer to Grand Valley as the course you need. You can check for course equivalency from any Michigan 2 – or 4- year institution at: www.michigantransfernet.org or <http://www.gvsu.edu/studentapps/mtn/>