

PSYCHOLOGY DEPARTMENT REQUEST FOR A CLOSED CLASS PERMIT

First Name:	Date:
Last Name:	Student G#:
GVSU Email:	Major(s):
Phone #:	Minor(s):

Course #	Section #	Semester	Year	CRN

List all course prerequisites (if any), and list when you completed them:

Prerequisite	Semester/Year

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."

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.

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.

Reason:

Request for a Closed Class Permit is generally issued only when all other sections of the course are closed. If other sections are not closed, but you are still requesting a Request For A Closed Class Permit, give details of the circumstances that you believe might warrant an exception.

Exceptional Circumstances: