



English Department
210 Lake Huron Hall
Allendale, MI 49401
Telephone: (616) 331-2930

CLOSED CLASS PERMIT & REQUEST TO OVERRIDE PREREQUISITE FORM

Please make sure all the information is correct and clearly written. Any incorrect or unreadable information may delay the completion of this request.

Name: _____ G. Number _____

Email Address _____

Phone Number _____ Date _____

Course Number: ENG __ __ __ (3-digit course number)

Section Number: __ __ (2-digit section number)

CRN: __ __ __ __ __ (5-digit course reference number)

Semester: Fall Winter Spring/Summer 20__ __ (circle semester and fill in year)

All of the information above this line is required.

Closed Class Permit:

Signature of professor is required: _____

Prerequisite Waivers (select reason below and obtain appropriate signature if needed):

1) I do have the prerequisite but I still cannot register for some reason. Please explain the problem when you try to register (required for processing form):

2) I do not have the necessary prerequisites & am requesting that the prerequisites be waived. Please explain why you think you are ready to take the class without the prerequisites (required for processing form):

Signature of professor is required: _____

3) I do not currently have the prerequisites but will have them transferred in from another institution before the semester begins.

What course(s) will you transfer in: _____

What semester will you take course(s) to be transferred? _____

At what institution will you take course(s) to be transferred? _____

Please Note: if you are seeking a prerequisite waiver based on a transferred course, you acknowledge that your enrollment in the GVSU course is contingent upon successful completion of the prerequisite course at the other institution. You are responsible for making sure the credit transfer is recorded at GVSU by the payment deadline date for the semester. If that credit transfer is not recorded, you will be removed from the course for not having the necessary prerequisite.

4) Guest student: I am taking this course at GVSU, but will transfer it to another university.

Name of university _____