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 ________________________________________________