

Closed Class Permit Request

Sociology Department

Date: _____

Student Name: _____

Student No.: G_____

Email: _____

Major: _____

Phone #: _____

Minor: _____

COURSE: SOC _____
Dept. Course No. Section No. CRN Number Semester/Year
(Mandatory)

Closed class permits can be issued with **the instructor's support and the department chair's approval**, when **all** of the following apply. Instructor – please verify and check off each criterion.

- Attach a copy of your degree evaluation – printed out from Banner.
- Adding the student to the class will not place undue demands on the faculty's instructional time nor compromise the quality of the class for the other students.
- There is physical room in the assigned classroom for the student (i.e.; number of chairs is greater than the official course capacity – faculty can see office coordinator for this information).
- All other sections of the course are closed
 - If not all sections are closed, describe the circumstances which would warrant an exception:

- There is a compelling reason why the student should not delay taking the course until a subsequent semester (for example, the student has met 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 or that it is required for admission to a program, unless there is also a clear and cogent explanation of why the student could not meet this requirement in a later semester.

- The student will have completed all the course prerequisites before taking the course
- Semester and year student completed the prerequisites for this course:

Prerequisite	Semester/Yr
_____	_____
_____	_____
_____	_____

Instructor's Signature

Print Instructor's Name

Turn in the completed, signed form at the Sociology Department office, 2270 ASH. You will be notified of the approval status of your request via email.

- Department Chair's Use Only -

____ Not approved

Date: _____ Approved and entered into Banner _____ Email sent