



Request to Remove Academic Enrollment Restriction

Students are responsible for providing academic evidence (Degree Audit & Registration History, etc.) that supports their request. This form must be **submitted** to the Office of the Registrar **before the drop/add deadline**.

Step 1: Provide the following information

Student ID Number

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 Phone

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Student Name:

Last	First	Middle
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Are you a Scholarship Student? ☐ YES ☐ NO

Semester ☐ Fall ☐ Spring ☐ Summer Year

2	0		
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 Block or Summer Session _____

Step 2: Identify the course information, and restriction(s) requested for removal.

Subject					Number			Section		Credits
Example	E	N	G	L	1	0	1	0	4	0

Check ☒ the appropriate box (es). ☐ Prerequisite ☐ Permission of Instructor ☐ Class Standing

Step 3: **Sign and submit the completed form to the Course Instructor.** I am aware that removal of the academic enrollment restriction is not automatic. In addition I must comply with academic regulations and University deadlines, and to ensure the accuracy of my registration.

Student's Signature & Date

(If the request is approved it is my responsibility to register for the course)

Step 4: Academic Consent to, or Denial of, the Request.

Instructor's Signature, Printed Name & Date

Subsequent to careful review of academic evidence provided by the student I *approve* / *reject* the request to register in the course indicated above. Written rationale for my decision is provided overleaf and has been forwarded to the appropriate Department Chair for approval.

Department Chair's Signature & Date

As Department Chair's I *approve* / *reject* the request to remove the restriction. A copy of this form, together with the rationale and student's records, has been submitted to the Dean's Office. (n.b. Removal of prerequisite requires the approval of the appropriate Dean)

Dean's Approval / Rejection of Request – Signature & Dates

(In the case of requests for removal of a prerequisite)

Step 5: If the request has received full academic consent submit this form to the Office of the Registrar.

Departments are required to keep a copy of this form, the student's academic evidence and the instructor's rationale. Admin assistants are required to inform students of the decision and submit the form to the Registrar's Office.

RO USE ONLY:

Processed by: _____
(Initials)

Date: _____