



REQUEST FOR ENTRY TO A CLOSED (FULL) CLASS

Student: _____ Student ID #: _____

Contact #: _____ Email: _____

I desire entry to: _____, _____, _____, _____
Course No. & Section Course Title Course Instructor Semester/Session

for reason(s) stated below. If approved, I must present this form during the registration period to the Admissions & Records Office to add this course to my class schedule.

Reason for request (check all that apply):

- Prospective graduating senior attempting to complete requirement or graduation.
- Attempting to complete course work prior to student teaching.
- Course is only offered once a year.
- Cannot progress within my academic program until this course is completed.
- Other: _____

X _____
Student (Signature & Date)

X _____
Course Instructor (Signature & Date)

X _____
Course Dean/Admin. Chair (Signature & Date)

Note: If you decide not to attend class(es) and do not officially withdraw from class(es), you are liable for tuition and fees and will be billed accordingly, and will receive an Unofficial Withdrawal (UW) grade, which will affect your gpa.

Rev 01/21/20



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