

STUDENT NAME _____ DATE _____
Last First

STUDENT ID NO. _____ TERM _____ CUM. GPA _____

PROCEDURE

- Complete form.
Obtain signatures from course instructor and your major/minor adviser(s), if cumulative GPA is 3.0 or higher and you are within 24 semester credit hours of completing program requirements for your undergraduate degree.
Obtain signatures from course instructor, major/minor adviser(s) and academic unit head offering the course, if:
the cumulative GPA is between 2.75 and 3.00, or
the course is closed, or
a co/prerequisite is missing (NOTE: The major/minor adviser must fill in the missing co/prerequisite and give justification for the waiver of the course in the missing co/prerequisite section below).
Bring the signed and approved form with the registration form to the Registration Center for processing.

COURSE INFORMATION

CRN Prefix Course No. Section Course Title

MISSING CO/PREREQUISITE(S) (If applicable)

Table with 3 columns: Prefix, Course No., Justification of waiver. Contains 4 rows for missing prerequisites.

SIGNATURES

Instructor _____ Date _____

Academic Major Adviser _____ Date _____

Academic Minor Adviser _____ Date _____

Academic Unit Head (offering course) _____ Date _____

OFFICE USE ONLY

Processed by _____ Date _____