

**Computer Science Department**

Request to Register for a Course While Lacking Pre-Requisites

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Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GPA:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Name and Number Requesting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester to take above class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Missing Pre-Requisite:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Justification from student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Instructor’s description of the documentation and justification to concurrently take the pre-requisite and action plan/tiggers for trouble (use additional pages if needed):

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to the risks of taking the above mentioned class without all required pre-requisites and will follow any action plans initiated by the professor above.

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrative Review:

Date class completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Final Grade:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of PA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CS Department Procedure for Undergraduates to Register for a Course with Consent of an Instructor.**

For a course with a note in the catalog course description allowing pre-requisites to be taken concurrenlty with consent of an instructor, the following procedures must be followed.

1. The student must meet with the faculty member to discuss the pre-reqisites and how the student can demonstrate an ability to succeed in the class without said pre-requisite. The risk associated with taking the course without the pre-requisite. A possible action plan if issues arise during class.
2. The student will need a **permission number to register**. This will be issued by the Program Assistant once all documentation is approved and signed by all parties.
3. The student must provide any documentation requested by the instructor when requested. Copies should be attached to this form. Suitable examples include syllabi from a similar class, transcripts with grades of said classes. Copies of graded projects or exams from said classes. The instructor may administer quizzes or exams to verify past materials covered if desired. Attach all copies to this form.
4. This form must be agreed to and signed by the student.
5. The instructor and department chair must agree and sign.
6. If the student recieves an “I”, “D” or “F” for the course listed, the instructor will attach copies of test, quizzes, projects, homework etc to document difficulties encounter by the student in the class.
7. The form and documentation will be kept on file until the student leaves or graduates from the CS deparment.