

Southern States University

Petition for Exception to a Prerequisite

A student may petition for an exception to a prerequisite if s/he can demonstrate s/he has the knowledge or ability to succeed in the course despite not meeting the prerequisite (e.g. student has relevant prior course work, assessment levels, certification, license or work experience). If you feel that you have met the equivalent of a course prerequisite, please complete this form, with a written statement explaining the reasons to be considered for the exception, and attach supporting documentation, then turn in the Petition form to the University Registrar.

Please Note: Students are encouraged to consult with their Academic Advisor about petitioning for an exception.

If the petition is granted, student will still have to take the prerequisite course at some later point in order to complete the program. Instructors are not authorized to permit students to enroll in classes for which students have not either met prerequisites or received official approval.

Deadline for Submitting Petition

All Prerequisite Petition Forms must be received by Monday of the first week of regularly scheduled classes. If, pending a decision, the student attends a course for which they seek approval by this petition, and the petition is denied, the student will not be allowed to continue attending the course. Petitions will be processed within five (5) working days.

Student Information – Please Print Legibly

Name: _____
Last, First Name
Student I.D. Number
Student E-mail Address

Quarter: Fall _____ Winter _____ Spring _____ Summer _____ Year _____ Date submitted _____

Course you wish to take:

Course I.D. (e.g., BU 501)	Course Title (e.g., Financial Accounting)	Number of Credits

Prerequisite for above course:

Course I.D.	Course Title	Number of Credits

You must include the following in order for SSU to make a decision regarding the exception:

- 1) a written statement explaining why you have the knowledge or ability to succeed in the desired course despite not meeting the prerequisite and
- 2) supporting documentation e.g., transcript, letter from previous school, certification, license or other evidence of relevant experience and/or educational work.

***** **OFFICE USE ONLY** *****

APPROVAL / DENIAL: Requires the signature of Chief Academic Officer.

Signature _____ Date: _____ [] approved [] denied

If approved, the University Registrar will be directed to enroll you in the course and notify you via email.

(revised: 05/16/12)