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)