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). Please complete this form, with a written statement explaining the reasons to be considered for the exception, and attach supporting documentation.

Students are required to consult with their Academic Advisor about petitioning for an exception, and the Academic Advisor will then forward the form to the Chief Academic Advisor. If the petition is granted, the 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. If approved, the University Registrar will be directed to enroll you in the course and notify you via email.

Student Information – Please Print Legibly						
Name:Last, First Nam		Student I.D. Number	Student E-mail Address			
Quarter: FallWinter	SpringSummer_	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			
Student Signature			Date:			

You must include one of the following 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, or
- 2) supporting documentation e.g., transcript, letter from previous school, certification, license or other evidence of relevant experience and/or educational work, or
- 3) completed or enrolled in SSU coursework that is aligned with the student's goals for successfully completing the required coursework.

APPROVAL / DENIAL: Requires the signature of the Chief Academic Officer						
Signature Chief Academic Officer	Date:	[] approved	[] denied			
To the CAO: Once reviewed and finalized, ple	ease send directly to the Registro	ar for processing.				

(revised: 07/1/2024)