Mathematical Sciences Department
Permission to Enter Closed Course

Form may be faxed if no supporting documentation is required (973) 596-5591. One week after you submit the application, you can check online; if permission is granted, you will be able to add the course online.

(Please Print)
Student Name: __________________________    Student ID: _____ - ____ - ______

Today’s Date: ___________________________   Time: ________________________

Telephone Number: ______________________     Email: _______________________

Full-Time Student: ______       Part-Time Student: ______

NJIT Student: _____    Graduating Student: _____    Transfer Student: ______

INSTRUCTIONS TO FOLLOW:

Pre-Requisites: All students are expected to have the required pre-requisite for the course requested.

All Students: If the total number of credits exceeds (19) including the one you are requesting, permission will NOT be granted.

Graduating Students: If requesting to enter a closed course(s), a letter from your Advisor MUST be provided confirming graduation date within the same semester for the closed course request.

Transfer Students: If the transfer credits have been approved and are not showing on the NJIT transcript screen, you MUST attach a copy of the transfer credit approval form.

Graduate Students: If requesting to enter a closed course as a Bridge Course, you MUST attach admissions letter stating which courses are needed.

Note: Students who are already registered for one of the sections of a closed course and are requesting to change sections, permission will NOT be granted.

If you are requesting to enter a section that has been closed while other sections are still open, you MUST adjust your schedule to register for the open sections.

Indicate Semester pertaining to the Closed Course: Fall ____ Spring ____ Summer ____ 200___

List the Course(s) desired and provide alternative sections beginning with your 1st choice: (MUST give two choices)

Course Name: ___________________________ 1st Section: _____    2nd Section: _____

Course Name: ___________________________ 1st Section: _____    2nd Section: _____

Permission Granted: ___________________________    Date: _________________

Reason Permission Not Granted: _____________________________________________