



# Prerequisite Approval Form

The following information must be completed by the student and approved by the instructor of the course and the appropriate department's chairperson to allow a student to be registered in a course for which a student has received a message in Campus Connection indicating that a prerequisite has not been met. Note the additional questions regarding closed class status and whether a particular course should be added to DSU's database of course equivalencies in Campus Connection.

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

TERM and COURSE for which the student would like to register at DSU: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Class #	Prefix	Course #	Course Title	Instructor
Prerequisite course details (taken at another college or university):				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Prefix	Course #	Course Title	Permission #
_____	_____	_____	_____
Name of the College or University _____			Term _____

**Rationale:** \_\_\_\_\_

**Prerequisite Approval Forms must be returned Academic Records by DSU faculty or staff in person, via campus mail, or sent to dsu.records@dickinsonstate.edu.** If the student is not enrolled, Academic Records will send an email to the student and the appropriate department administrative assistant.

**THIS FORM WILL NOT BE ACCEPTED FROM THE STUDENT.**

\_\_\_\_\_ This is a one-time prerequisite approval intended ONLY for the student named above.

\_\_\_\_\_ Waive prerequisite for student listed above.

\_\_\_\_\_ Enrollment permitted if class is closed: \_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_ This course should be added to DSU's course equivalencies in Campus Connection.  
A Course Equivalency Form is attached for processing.

\_\_\_\_\_  
Signature of Instructor Date

\_\_\_\_\_  
Signature of Department Chairperson Date

**Completed by Academic Records** Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Student successfully registered in requested course.

\_\_\_\_\_ Student was not successfully registered in requested course for the following reason(s):

\_\_\_\_\_ Academic or Business Office hold prevented registration

\_\_\_\_\_ Requested course is full OR registering would cause an Excess Load situation  
(the appropriate form should be submitted to avoid this issue)

\_\_\_\_\_ Other as Explained: