

## Special Approval

**Students:** Fill out this form completely, and email it to your instructor, from your SPU email account.

**Instructors:** Complete the remaining fields, and email the completed form to [sasinfo@spu.edu](mailto:sasinfo@spu.edu) from your SPU email account.

### STUDENT INFORMATION

**Name:** \_\_\_\_\_ **SPU ID #:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Quarter/Year of Request:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### APPROVAL INFORMATION

Please indicate the type of approval you are seeking

**Instructor Approval to enter course (overriding registration restriction)**

- |                                              |                                              |
|----------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Time conflict       | <input type="checkbox"/> Major Restriction   |
| <input type="checkbox"/> Instructor Approval | <input type="checkbox"/> Class Prerequisites |
| <input type="checkbox"/> Other: _____        |                                              |

**Practicum Course**

**TA Course**

*This form is not to be used for permission to enter closed classes. Instructors please email those requests to [sasinfo@spu.edu](mailto:sasinfo@spu.edu) and copy your department chair & dean.*

### INSTRUCTOR APPROVAL

<b>First Course</b>	<p>The above named student has my permission to register for:</p> <p><b>Subject Code:</b> _____ <b>Course Number:</b> _____ <b>CRN (SAS use ONLY):</b> _____</p> <p><b>Course Title:</b> _____ <b># of Credits:</b> _____</p> <p><b>Instructor (print):</b> _____</p> <p><b>Instructor Signature:</b> _____ <b>Date:</b> _____</p>
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<b>Second Course</b>	<p>The above named student has my permission to register for:</p> <p><b>Subject Code:</b> _____ <b>Course Number:</b> _____ <b>CRN (SAS use ONLY):</b> _____</p> <p><b>Course Title:</b> _____ <b># of Credits:</b> _____</p> <p><b>Instructor (print):</b> _____</p> <p><b>Instructor Signature:</b> _____ <b>Date:</b> _____</p>
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Office Use Only: Action: _____ Initial: _____ Date: _____
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