



Robert Morris University Special Permission Form

Procedures:

For students seeking special permission into a course, please complete this form and have it signed by the department head of the course being requested. When completed, bring to Academic Services.

*Please Note: You are responsible to obtain all signatures and submit this form. It is not the responsibility of advisors and staff to complete and/or forward this form to the appropriate department.

Student Name _____ Student ID Number _____

Term: Fall Spring Summer

Has Approval For: Late Class Admittance Closed Class Admittance Pre-Requisite Waiver

School Name _____ Department Name _____

Table with 4 columns: Course Code, Section, Session, Course Title

DEPARTMENT HEAD SIGNATURE DATE

AUTHORIZED SIGNATURE (Academic Services) DATE

ATTENTION STUDENTS WHO RECEIVE VETERANS BENEFITS: Please be aware that all scheduling changes must be approved, and these requests cannot be processed with email consent by the Veterans Education Center.