

The purpose of this form is to appeal for an exception to normal course policies as outlined in the NewSchool Academic Catalog. Submittal of this form does not guarantee approval of the appeal. Once the form is processed, you will receive an email notification to your NewSchool email address.

Please print using blue/black ink or type.

First Name _____ Last Name _____

Student ID _____ Phone _____

Email _____

Category of Appeal (select only one option per form)

- Override co-requisite or pre-requisite requirement (Program Chair approval required)
- Permission to register for a closed course (Instructor, Program Chair, and Registrar approval required)
- Course Level overrides (Program Chair approval required)
Student must see Registrar after grade has been posted for course(s) to be applied to his/her program
- Course time conflict/time overlap (both instructors and Program Chair approval required)
- Instructor approval to take specialized course (Instructor approval required)
- Request to take more than 18 credits. _____ of credits approved (Program Chair approval required)

First Course Number _____ First Course Title _____

CRN/Meeting Time _____ Instructor _____

Second Course Number _____ Second Course Title _____

New CRN/Meeting Time _____ New Instructor _____

First Course Number _____ First Course Title _____

Student Signature _____ **Date** _____

First/Current Instructor

- Approved Denied

Comments _____

Signature _____ Date _____

Second/New Instructor

- Approved Denied

Comments _____

Signature _____ Date _____

Program Chair Name _____

- Approved Denied

Comments _____

Signature _____ Date _____

Registrar Name _____

- Approved Denied

Comments _____

Signature _____ Date _____

STUDENT MUST SUBMIT COMPLETED FORM TO THE REGISTRAR'S OFFICE.
registrar@newschoolarch.edu