Justice Studies Course Request

This form will be accepted on the first day of instruction of the Fall or Spring semester in MacQuarrie Hall Room 524. Please fill out the entire form completely. Anything left blank will cause your request to be delayed or denied. If a course requires a prerequisite of any kind, you MUST furnish proof that the prerequisite has been satisfied. If you are approved to add the course listed below, an email may be sent with the permission code attached or you may need to pick-up your permission code from the department office in the Student Pick-Up Box. If you have been denied permission to add the course listed below, you will be notified by email. A response will be sent before the last day to add courses.

Name ___________________________ Student ID ___________________________ Date ___________________________

Email Address ___________________________ Phone ___________________________

Classmen Status: Freshman       Sophomore       Junior       Senior       Graduate       Open University

Number of units completed: _____________

Have you applied for graduation? ☐ YES ☐ NO If YES, when is your graduation date? ______________________

Term/Year ___________________________

Please answer both questions and state your declared majors/minors:

1. Are you a declared Justice Studies or Forensic Science major? ☐ YES ☐ NO
   If YES, please tell us your major: ___________________________ If NO, please tell us your major: ___________________________

2. Are you a declared Justice Studies or Legal Studies minor? ☐ YES ☐ NO
   If YES, please tell us your minor: ___________________________ If NO, please tell us your minor: ___________________________

Please fill out the following information for the course you wish to add. If you are seeking to add more than one course, you need to fill out a separate sheet for each course request.

Dept Course # ___________________________ Section # ___________________________

Class # (5-digits) ___________________________ Instructor: ___________________________

State the reason the course is needed: _____________________________________________
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Office Use Only

☐ Approved ☐ Denied _______________ _______________ Chair Signature/Date Permission #