

CSEE Policy for Class Waiting Lists

UNDERGRADUATE STUDENTS

For students who are waitlisted and requesting permission to register for a closed class, the following procedure should be followed. Students should keep in mind that exceptions are granted on a very limited basis, mainly occurring in cases where a student needs a **required course** to graduate during the academic year of the request.

Step 1. See your academic Faculty advisor with the request. Bring to your Faculty advisor official documentation **including a degree audit and transcript**.

Step 2. Your faculty advisor will review the information. If the Faculty Advisor determines **that there are no other options available and thus being unable to take the requested course would delay graduation by at least one semester during the academic year of your request**, the Faculty advisor will fill forward the information along with a recommendation to the appropriate UPD. Otherwise the Faculty Advisor will deny the request. Please do not make requests for subsequent academic years. They will be rejected.

Requests approved by your Faculty advisor will be reviewed and if recommended, will be forwarded to the department chair for final approval. If approved by the chair, permission will then be given.

GRADUATE STUDENTS

For students who are waitlisted and requesting permission to register for a closed class, the following procedure should be followed. Students should keep in mind that exceptions are granted on a very limited basis, mainly occurring in cases where a student is graduating in the academic year of the request and needs a required course, when a student needs a particular course to fulfill a milestone that occurs in the academic year of the request or where an international student needs a course to meet INS requirements and no other course fulfills that requirement.

Step 1. See your Faculty advisor and provide official documentation **including a transcript** confirming verification of the consequences that would warrant an exception.

Step 2. Submit your request and have your Faculty advisor also submit the required information and recommendation via e-mail to the Graduate Program Director of your program. Requests failing to provide official documentation will automatically be rejected.

Requests will be reviewed and if recommended, will be forwarded to the department chair for final approval. If approved by the chair, permission will then be given.

FOR ALL STUDENTS: DO NOT REQUEST PERMISSION TO ENROLL IN A CLOSED COURSE FROM YOUR INSTRUCTOR! ALSO A NEW SECTION MAY OPEN UP IF SUFFICIENT RESOURCES ARE FOUND, SO STAY ON THE WAITING LIST.