



For Office Use Only	
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PERMISSION TO ENROLL IN SPECIAL CLASSES
(Take this completed form to the ISME front desk (EB 120))

My WSU ID: _____ STUDENT NAME: _____
Last First Middle

The above student is qualified to enroll in: (circle one class per form)

*Note that after the 20th day of the semester, Students should apply for Graduate School Exception to enroll in any of the below courses. See Graduate Bulletin for Graduate School requirements.

	IME
	876 – Thesis
	878 – Praect
	990 – Ind. Study

The student has my permission to enroll in _____ hours in the assigned course for the Fall/Spring/Summer semester 202____.

Does the student have a Plan of Study filed with the Graduate School?
 ____ YES ____ NO

Instructor signature

Print name

Instructor's myWSUID

Date

COURSE POLICY

- * Ensure eligibility (confirm with graduate coordinator and advisor)
- * Should not be used to teach a course that is offered regularly, (those that are in the catalog) or to teach a group of students. These should also not be used to enroll one or more students to take a course you are (or anyone is) teaching in which the student is not eligible to enroll in for any reason.
- * Definition of a Credit Hour - 3 credit hour class: Success in this credit hour course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction and preparation/studying or course related activities for a total of 135 hours. This should be altered depending on the number of credit hours.
- * To avoid potential problems, it is suggested that the instructor and the student agree ahead of time (in writing preferably) about what the student will do and produce (and what time frame) to receive a grade.
- * Please be sure about the number of courses that are on a plan of study. Check with your graduate coordinator if unsure.