Galveston College
SPECIAL ENROLLMENT PERMISSION REQUEST

Instructions

1. The student must complete date submitted, personal information, signature and check the appropriate line that matches the request.
2. Student must explain why special permission is being requested in space provided, attach additional information and/or documentation if necessary, and submits form to a Counselor/Advisor.
3. The Counselor/Advisor will enter Cumulative G.P.A., Total Hours Completed before submitting the Form to the Dean of Enrollment Management & SS for approval. The Dean will forward the Form to the Vice President of Academic Affairs & Student Services.
4. The Vice President of Academic Affairs & Student Services will render a final decision and return form to Counselor/Advisor.
5. The Counselor/Advisor will notify regarding status of request. If approved, student is directed to obtain yellow copy from Counselor/Advisor and submit original (white copy) to Admissions Office.
6. The Student will take the yellow copy of the Form to Admissions Office for execution of approved request.

Date Submitted: _____ Semester: _____ Major _____

Name: _____ Student ID _____

_____ **Phone No. #_____**

Student's Signature

Request permission for the following:

REQUIRES APPROVAL OF DEAN:

_____ Enroll in 19 or more hours (Fall/Spring) or 9 or more hours (Summer)

_____ Withdrawal after Last Day to Withdraw Deadline

REQUIRES APPROVAL OF DEAN & VICE PRESIDENT:

_____ Refund of tuition and fees beyond the Refund Policy timetable:

_____100% _____70% _____25%

_____ Waiver of $25 Registration Fee

_____ Drop after Last Day to Drop Deadline

Reason for request: (Attach additional information/documentation if necessary)

TO BE COMPLETED BY COUNSELOR/ADVISOR:

Cumulative GPA _____ Total Hours Completed _____ _____

Counselor/Advisor Signature

☒ Approved ☐ Denied _____ _____

Dean of Enrollment Management & Student Success *Date*

☐ Approved ☐ Denied _____ _____

Vice President for Academic Affairs & Student Services *Date*

White Copy: Admissions Office Yellow Copy: Student