

LSUE | Office of Academic Affairs

ACADEMIC PERMISSION FORM

This form is to be completed by students seeking academic permission. Such requests are reviewed and acted upon by the student's advisor and the division head from whom student is seeking permission.

ACADEMIC PERMISSION: A request for academic permission (i.e., to "audit", to take a class on a "pass/fail" basis, to "substitute" a class for degree credit, to register "concurrently" at another institution, etc.) needs only a transcript for supporting documentation. The request is approved or disapproved by the division head.

1. Print a copy of your transcript. You can download a copy from your myLSUE webpage.
2. Fill out your personal information and the academic permission area below before you print and sign.
3. Attach transcript to the request and consult with your advisor to submit it.

Your advisor will forward the completed request to the appropriate division office for consideration.

FILING A REQUEST DOES NOT GUARANTEE APPROVAL.

I have read and understand all the above requirements. I understand that my request will not be considered unless I fulfill these requirements. I understand that meeting all of these requirements in no way guarantees that my request will be granted. I understand that being granted the opportunity to request academic permission in no way indicates an endorsement of my claim. I understand that it is my responsibility to verify approval or disapproval of this request by contacting the Vice Chancellor of Academic Affairs' Office at (337) 550-1301 (Manual Hall room 102).

STUDENT NAME (Last, First, MI)	STUDENT ID #	REQUEST FOR: (Semester & Year)	STUDENT'S DIVISION	
STREET ADDRESS	CITY	STATE	ZIP CODE	

I request academic permission to:

Please enter requested information here:

Student Signature: _____ Date: _____ Phone Number: _____

Office Use ONLY

Recommend Approval
Recommend Disapproval

Academic Advisor's Signature and Date

Approve
Disapprove

Head of Division (receiving request) Signature and Date

Endorsed: _____
Vice Chancellor For Academic Affairs Signature and Date