DATE

To: Michelle Willis, Chief Academic Officer, Pamlico Community College

From: \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_Instructor, Pamlico Community College

CC: Mrs. Tammy Spain, Registrar, Pamlico Community College

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Advisor, ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ Program

Subject: Request for waiver of Class to Waive and enrollment approval, Student Name Here

Mrs. Willis,

Student Name is currently enrolled in the Current Program and it has a requirement for Certain Class. Unfortunately, Certain Class is not offered (seated or online) in the spring of \_\_\_\_\_ but since Other Class is offered s/he is interested in taking Other Class in place of Certain Class to keep moving forward toward his/her degree. The prerequisites Other Class are the same as Certain Class; Prerequisite Classes Listed Here. That said, Student Name successfully completed the requirements of Prerequisite Classes Listed Here last fall (YEAR) semester with the exception of Prerequisite Class Missed.

Now, in order to enroll into Other Class, s/he requires a waiver for Prerequisite Class Missed. I respectfully request he be allowed to enroll in Other Class this next semester to continue on toward her/his degree.

I have no questions or qualms about Student Name’s ability to perform the Other Class workload as I observed him closely working more than diligently last semester and have come away with a favorable impression of his/her Necessary abilities. I am gratified to see her/him succeed and it reflects very highly upon his/her Necessary abilities as well as her/his outstanding motivation as a student.

If approved, please forward this, in turn, to the College’s Registrar for entry into his/her academic record. If you have questions do not hesitate to call me to discuss this fine student.

Very respectfully,

Your Name, Instructor

Approved: \_\_\_ Disapproved: \_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michelle Willis, Chief Academic Officer