

# TOM/EBZ Department Prerequisite Permission Number Request Form

**Instructions:**

Complete the prerequisite permission number request form and submit with all required documentation to the department ASC. The ASC will review the completed form and required documents to ensure that all prerequisites have been completed with a passing grade.

**Full Name:**

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**Bronco ID Number:**

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**CPP email address:**

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**Semester/Year:**

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**Class** (Example: TOM 3010):

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**Class Section** (Example: TOM 3010-01):

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**List the prerequisite course(s) which were completed with a passing grade:**

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**Required Documents:**

- CPP students: PDF of unofficial transcript to show courses were completed that meet prerequisites with a passing grade
- Transfer students/Courses taken at a CC: Community college transcript to show courses were completed that meet prerequisites with a passing grade

**Note:**

\*Permission numbers to **override class capacity** and enroll you in the course require faculty consent. Obtain the faculty's approval and forward to department ASC for permission number. *A permission number will not be issued without the faculty consent.*

\*Permission number to enroll in an **internship course** require department approval. A permission number will be issued by the department once the internship application has been submitted to the department chair and approval is issued. Please review the internship form and instructions for submitting the application.