

**Pre-requisite Verification Request
Department of English**

Name _____
ID Number 1000 _____
E-mail address _____
Phone number _____
Date _____

Requested Enrollment (course and section) _____
Second choice (in case first choice is full) _____

THIS FORM IS FOR ENGLISH DEPARTMENT USE ONLY. YOU WILL NEED TO VERIFY YOUR CREDITS OFFICIALLY WITH THE REGISTRAR.

Definition of Pre-requisites: ENGL 1301 and 1302 are prerequisites for all 2000-level courses. For English majors, 2350 is a prerequisite for all 3000/4000-level courses. For students not majoring in English, six hours of sophomore English credit are prerequisites for all 3000/4000-level courses. However, non-majors who complete three hours of sophomore literature with a grade of A may take a 3000-level course. **If you do not have the pre-requisite(s), you may not enroll in the course(s).**

Procedure: If MyMav is not permitting you to enroll in an English Department course that requires a prerequisite, you must 1) complete this Prerequisite Verification Request and 2) return the completed request form--along with appropriate supporting documentation--to Dr. Kim Sasser (Carlisle 209). If you prefer, you may e-mail your completed request form and documentation to ksasser@uta.edu. Or you may fax your completed request form and documentation to 817-272-2718. Or you may mail your completed request form and documentation to Dr. Kim Sasser, UTA Department of English, P.O. Box 19035, Arlington TX 76019-0035.

Note on Documentation: An official transcript is not required. A copy of your UMAP, UNOFF, or student progress report is the preferred form of documentation. You may use other forms of documentation for transfer or testing credits that have not been posted in MyMav. **Remember:** You must officially document any unposted transfer or testing credits as soon as possible with the UTA Registrar. The English department's assessment is unofficial.

English 1301, Expository Writing

University or College from which you received credit for this course _____
Your grade in the course _____
For credit by examination, specify AP, CLEP, other _____
Your score _____
What type of documentation are you submitting? Highschool Transcript, includes scores on back

English 1302, Argumentative Writing

University or College from which you received credit for this course _____
Your grade in the course _____
For credit by examination, specify AP, CLEP, other _____
Your score _____
What type of documentation are you submitting? _____

2000- level English Course(s)

University or College from which you received credit for this course _____
Your grade in the course _____
For credit by examination, specify AP, CLEP, other _____
Your score _____
What type of documentation are you submitting? _____