

Student Request for Encumbrance Removal

Students requesting an encumbrance removal must have received a B or better in two classes that have heavy reading and/or critical thinking components. Some of the courses that would be accepted to meet this requirement would include PSY 120, BIO 100, CHM 104/111, HIST H104/106, ANTH E105, PHIL 110/111, POLS Y103/109, SOC S161.

Courses that would not meet this requirement would include ENG W129/131, COM 114, and math.

Other courses would be considered on a case-by-case basis.

Students should bring a copy of an unofficial IPFW transcript to CASA (KT G23) along with a letter addressed to the Academic Skills Coordinator. Include a postal and IPFW email address and a primary phone number.

The letter should address three major areas:

1. Why the student believes s/he does not need Critical Inquiry
2. How the grades on his/her transcript shows that s/he has the skills and abilities needed to successfully meet the academic thinking and reading demands of college courses
3. What specific reading and study skills s/he is employing in his/her heavy reading classes.

The request will be reviewed by three CASA faculty and the student will receive a written response within three weeks.

IPFW
CASA - KT G23
Fort Wayne, IN 46805