

Request to Waive a Prerequisite/Corequisite

The primary purpose of prerequisites and corequisites is to ensure students possess the necessary skills to be academically successful. While the traditional manner by which students demonstrate their readiness is through the completion of courses in exceptional cases students may acquire requisite skill or knowledge through other means. In these cases, prerequisites or corequisites may be waived with appropriate documentation and approval.

Name of Student _____ Student ID # _____

Program of Study _____

Course Title	Prefix	Number	Section No.

Required Prerequisite _____ Corequisite _____
(Provide course number and name)

Justification for waiving prerequisite or corequisite (check all that apply)

- _____ 1) completed one of the following
 - _____ a semester course equivalent (identify course, semester completed and grade _____)
 - _____ a quarter course equivalent (identify course, quarter completed and grade _____)
 - _____ a transfer equivalent (attach appropriate documentation as necessary _____)
- _____ 2) Completed corequisite in previous semester (identify course, semester completed and grade _____)
- _____ 3) presented acceptable documentation of a grade of at least "C" in a course judged of similar or higher-level content to that of either the prerequisite/corequisite or the requested courses (identify course, semester completed and grade _____)
- _____ 4) successfully completed a "Credit by Exam" or a proficiency exam for the prerequisite course when such exams are available
- _____ 5) demonstrated competency in the content of the prerequisite/corequisite obtained through professional application or life experiences that are deemed equivalent to or that supersede the prerequisite or corequisite; a formal review of course level outcomes must occur and be maintained in the student's records; *(attach statement of support for these experiences)*
- _____ 6) enrolled in another course deemed suitable to satisfy the corequisite (identify course)
- _____ 7) engaged in a job experience during the duration of the course that would provide a similar purpose as the corequisite
- _____ 8) other rationale (attach appropriate documentation): _____

A waiver of any prerequisite or corequisite must be based on more than an opinion or a conversation with the student. Appropriate documentation to support any acceptable waiver must be with this request and kept on file in the Registrar's office. **An approved Request to Waive a Prerequisite/Corequisite form must be completed before the student registers for the course.**

Student	Date
Advisor/Program Coordinator	Date
Dean	Date
Date Received by Registrar _____	

The Registrar's office documents the waiver in the "Comments" section of the Colleague Student Academic Program Screen. The comment should include the date, the reason for the waiver, and the department chair's name.

Division Use Only

Approved: Yes No

Advisor informed

Student registered

Initials
Date