



## 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.

Student's Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Course name and number for which Student desires to register \_\_\_\_\_

Required Prerequisite \_\_\_\_\_ Corequisite \_\_\_\_\_  
(Provide course number and name)

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

The student has:

- \_\_\_(1) completed one of the following (\*\*see note below)
  - \_\_\_ 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) 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 course
- \_\_\_(3) successfully completed a "Credit by Exam" or a proficiency exam for the prerequisite/corequisite course
- \_\_\_(4) enrolled in another course deemed suitable to satisfy the corequisite
- \_\_\_(5) 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 (test scores, credit by exam, transcript, etc.) to support any acceptable waiver must be with this request and filed in the Registrar's office. **An approved Request to Waive a Prerequisite/Corequisite form must be on file before the student may register for the course.**

\_\_\_\_\_  
\*Student Date

\_\_\_\_\_  
\*Advisor/Instructor/Dean Date

\_\_\_\_\_  
\*Vice President Instructional Services Date

\_\_\_\_\_  
Received and Recorded by Registrar

\*Required signature for **any** waiver.

\*\*All signatures are required for any justification with the exception of #1 above in which case appropriate personnel may assume responsibility and override with satisfactory documentation attached to this form.