

FORM SUBMISSION PROCESS

Pre-requisite Course Waiver

Student:

- Consult with Program Advisor to determine eligibility of receiving a prerequisite course waiver.
- Complete forms, carefully noting all conditions required, and submit to Program Advisor.

Program Advisor:

- Review the form for completeness and accuracy (include student's current cumulative GPA).
- In addition, review the conditions enumerated on the form with the student. As the policy indicates, the student is informed that by taking the upper level course, he/she is **still responsible to fulfill the prerequisite course**.
- This form must be signed by the student and his/her Program Advisor.

The Faculty Chair of the academic program for the course being taken must sign the form. The Faculty Chair's signature indicates agreement that the student may take the course.

The student is permitted to take the upper level course when the Prerequisite Course Waiver form is completed and sent tot the Office of Enrollment Services to be held in the student's official file. A copy should be placed in the student's advising file.