

Cheyney University Policy Number AA-2014-1099
Policy Title: Policy on Prerequisite Waivers

Approved by: Academic Affairs Council-November 25, 2014

History: Issued – December 18, 2014
Revised – NA

Related Policies: NA

Additional References: NA

A. Purpose: The purpose of this policy is to allow a faculty member to authorize waiving a pre-requisite for a particular course on a case by case basis.

B. Scope:

This policy applies to a current Cheyney University student who demonstrates that prior course work, **co-requisite status** or knowledge has been achieved and is approved by an individual faculty member and the relevant department chair.

C. Definition(s):

- Faculty member-academic advisor on record or instructor of waived course or instructor of course with the pre-requisite
- Waiver-allowing a student to bypass a required pre-requisite **or to be in a co-requisite status**
- Pre-requisite-a course and/or grade required in order to move into the higher level course

D. Policy and Procedure(s):

As academic advisor (or instructor of a course) can allow a student to register for a specific class without the listed **prerequisite or to be in a co-requisite status**. This can be done by submitting the appropriate documentation. This is permissible if the faculty member indicates that prerequisite/co-requisite knowledge has been demonstrated through transfer credit not yet approved, academic performance, comparable coursework or knowledge of relevant competencies.

**CHEYNEY UNIVERSITY OF PENNSYLVANIA
PREREQUISITE WAIVER FORM**

STUDENT NAME: _____ **ID #** _____

DATE _____ **SEMESTER and YEAR** _____

DECLARED MAJOR _____

<u>PREREQ</u>	<u>COURSE</u>	<u>SECTION</u>	<u>TITLE</u>	<u>INSTRUCTOR SIGNATURE</u>

Instructions: After approval has been obtained from the course instructor (see table), the student must complete and submit this form to the departmental secretary. The departmental secretary will submit it to the Registrar’s Office for processing.

In order for this Prerequisite Waiver form to be processed it must be submitted to the Registrar’s Office by the drop/add deadline for the semester in which the student is trying to register for the specific course. Once processed by the Registrar’s Office, electronic notice will be provided to the relevant Department Chair and departmental secretary.

Instructor(s)

Briefly indicate why a Prerequisite Waiver is being granted for this course:

Student

Please check off that you have met all of the following criteria:

- Adding the course listed above will not exceed the 18 hour credit limit
- I have already registered for all of my other courses for the upcoming semester
- The time/day(s) of this course is available and will not conflict with any other course for which I am currently registered in the upcoming semester
- I am fully aware that once this course is added to my roster I will not be able to change my schedule within the Power Campus Self-Service system due to administrator override

Forms Must be submitted prior to the end of the Add/Drop Period.

Student’s Signature **Date** **(Please Print) Instructor Name** **Instructor Signature**

Registrar’s Office Processor **Date**