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** ________________________________________________________________

<table>
<thead>
<tr>
<th>PREREQ</th>
<th>COURSE</th>
<th>SECTION</th>
<th>TITLE</th>
<th>INSTRUCTOR SIGNATURE</th>
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**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.**

<table>
<thead>
<tr>
<th>Student’s Signature</th>
<th>Date</th>
<th>(Please Print) Instructor Name</th>
<th>Instructor Signature</th>
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Registrar’s Office Processor __________  Date __________