

PREREQUISITE WAIVER FORM FOR AER E & EM COURSES

This form excludes EM 274 (see CE department for waiver) & EM 345 (see ME department for waiver)

Student Name (please print legibly): _____

Student ID Number (9-digits): _____

Semester/Year (what semester is this waiver for): _____

Course Number (course student is trying to get the prerequisite waived for): _____

Missing Prerequisite(s) (list prerequisite courses that student is missing): _____

Student's justification for waiver request (list justification in area below – add extra pages and documentation for justification, as needed):

PLEASE NOTE: Prerequisite waivers should only be requested and granted in extenuating circumstances. All students with unmet prerequisites (and without an approved prerequisite waiver form) will be administratively dropped from the course or will receive an "F".

INSTRUCTIONS ON HOW TO USE THIS FORM:

1. Student fills out form, listing their justification for the waiver request.
2. Form should then be submitted to AER E Advising Staff in 2620 Howe Hall, where the lead adviser will note whether or not they support the waiver request.
3. The form will then be sent to the AER E Associate Chair of Education or the AER E Department Chair for review.
 - a. If the request is denied by the AER E Associate Chair of Education/Department Chair the AER E Advising Staff will notify the student of the denial at this time.
4. If the request is approved by the AER E Associate Chair of Education/Department Chair the form will then be sent on to the faculty member teaching the section of the course in which the student is in violation of the prerequisite for final approval.
5. Faculty should return all forms to the AER E Departmental Office (1200 Howe) or the AER E Advising Center (2620 Howe) once they've made a final decision and completed the form.
6. Students will be notified of the decision at this time, if they haven't already been notified.

AER E Academic Adviser signature: _____

- **Adviser in support of request?** (circle one): **Yes** **No**

AER E Assoc. Chair of Education/AER E Department Chair signature: _____

Instructor signature (only sign if in favor of waiver request): _____

Final Decision (circle one): **Approved** **Denied**

Date of Final Decision: _____