

## Permission To Take A Course Out Of Sequence or Permanently Waive a Pre/Co-Requisite

In rare instances, and in the event of compelling reasons, a student may need to take a course out of sequence (e.g., take a course that is a higher-numbered course before taking the lower-numbered, prerequisite course) or a student may need to permanently waive a pre/co-requisite course.

Students seeking permission to take either of these actions **MUST** obtain permission of the course instructor, the department chair, and approval from a Dean of Academic Services **prior** to registration. Permission is noted on a Registration Request form available at the Office of Academic Services. The chair must request an exception to the major if the permanently waived course is specifically required in the major by contacting Academic Services directly.

Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Signature: \_\_\_\_\_ Term: \_\_\_\_\_ Date: \_\_\_\_\_

### Please supply the following information about the course to be taken out of sequence:

Prerequisite Course **or** Course to be Waived CRN Number: \_\_\_\_\_ Prerequisite Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Instructor For Course: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**If you are requesting to permanently waive this course, please initial here:** \_\_\_\_\_

Subsequent Course CRN Number: \_\_\_\_\_ Subsequent Course Number: \_\_\_\_\_

Subsequent Course Title: \_\_\_\_\_

Instructor For Subsequent Course: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Department Chair

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**I also request an exception to the major, please initial:** \_\_\_\_\_

### Academic Services

\_\_\_\_\_  
Associate/Assistant Dean Signature

\_\_\_\_\_  
Date