

Prerequisite Deviation Form

For student who does not meet stated prerequisite or corequisite of a course and there is no "or permission of instructor" qualifier



STUDENT ID _____

SEMESTER _____

FIRST NAME _____

LAST NAME _____

COURSE:

CRN _____ CREDIT HOURS _____

SUBJECT _____ COURSE # _____ SECTION # _____

REQUIRED LABORATORY:

CRN _____ CREDIT HOURS _____

SUBJECT _____ COURSE # _____ SECTION # _____

The *Prerequisite Deviation Form* is used as an *Add Form* for registration but does not allow registration into a closed course.

Return completed form to 301 Culkin Hall -or- fax to 315-312-3167

Prerequisite/Corequisite Challenge Policy

In cases where the student does not meet a stated prerequisite or corequisite of a course and there is no "or permission of instructor" qualifier in such listing, the student may submit a *Prerequisite Deviation Form* to the home department of the course to seek approval for registering for it.

A *Prerequisite Deviation Form* in such cases may require additional written documentation, explanation of alternative coursework, background, or abilities which adequately prepare the student for the course.

The signature of the student's advisor and the department chair of the home department of the course, or someone authorized to sign for the chair, signifies approval of the deviation. A copy of the form will be kept digitally imaged in the student's permanent folder.

Context and Rationale

A department may change the prerequisite or corequisite identified for a course to "Advisement Recommendation" or add an "or Permission of Instructor" to its listing.

"Advisement Recommendation" by definition is advisory and requires no challenge process.

For courses that have the "or Permission of Instructor" in their prerequisite or corequisite listing, the instructor's decision shall be final. In such cases, the department has left the decision for approving an "Add" to the instructor of the course.

This Prerequisite/Corequisite Challenge Policy only applies when an explicit prerequisite or corequisite is identified for a course.

Documenting the acceptance of a challenge is important for the student and the institution. Whether the faculty member teaching the course or the department chair or a designee considers the challenge should be a departmental decision.

Approval:

JUSTIFICATION (to be completed by Advisor) :

Signatures are required from both the student's advisor and the chair or director in which the course is housed.

ADVISOR NAME (PRINT) _____

CHAIR/DIRECTOR/DESIGNEE NAME (PRINT) _____

ADVISOR SIGNATURE _____ DATE _____

CHAIR/DIRECTOR/DESIGNEE SIGNATURE _____ DATE _____