

# WAIVER OF COURSE PREREQUISITE

## The Communication Department of Buffalo State College

Prerequisites are requirements that students must have to enroll in courses. Examples of such requirements are admission to a particular major, a passing grade in a prior course, or a certain number of completed credit hours.

Prerequisites set by the Communication faculty cannot be lightly ignored. Waivers will be granted only for compelling reasons. Students requesting waivers must convince both their academic advisor and the department chair that they will not suffer academically because they have not fulfilled the prerequisite.

Student name (print): \_\_\_\_\_

Student user name: \_\_\_\_\_

Course number and name \_\_\_\_\_

Student is not in the appropriate major for this course.

Student's current major: \_\_\_\_\_ Prerequisite major: \_\_\_\_\_

Student has not taken a prerequisite course. Missing prerequisite: \_\_\_\_\_

Student does not have a satisfactory grade of C or higher for a prerequisite course.

Prerequisite course: \_\_\_\_\_ Low grade: \_\_\_\_\_

Student is missing another prerequisite. Explain: \_\_\_\_\_

1. Explanation of why the prerequisite has not been satisfied.

2. Explanation of how and when the prerequisite will be satisfied.

3. Explanation of why a waiver is justified academically and will not impair student's ability to succeed in this course.

**Student:** I have met with my advisor, and I am submitting this request to waive a course prerequisite.

[signed] \_\_\_\_\_ Date: \_\_\_\_\_

**Advisor:** I have met with this student, and I support this request to waive a course prerequisite.

[signed] \_\_\_\_\_ Date: \_\_\_\_\_

Chair's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

[signed]

*Submit this waiver request to the department office in Bishop 210.*

*If approved, the department will notify the dean's office, which will facilitate the waiver through the Sabre registration system.*