

# 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 [redacted]  
 SEMESTER [redacted]  
 FIRST NAME [redacted]  
 LAST NAME [redacted]

COURSE: 10713 CREDIT HOURS: 3  
 CRN [redacted]  
 SUBJECT: COG COURSE #: 376 SECTION #: 800

REQUIRED LABORATORY:  
 CRN [redacted] CREDIT HOURS [redacted]  
 SUBJECT [redacted] COURSE # [redacted] SECTION # [redacted]

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):

Student has sufficient background to be successful in this class.

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

ADVISOR NAME (PRINT) [redacted] CHAIR/DIRECTOR/DESIGNEE NAME (PRINT) [redacted]  
 ADVISOR SIGNATURE [redacted] DATE [redacted] CHAIR/DIRECTOR/DESIGNEE SIGNATURE [redacted] DATE [redacted]