

PREREQUISITE WAIVER FORM

Instructions:

1. Reach out to the faculty teaching the course or faculty designee (e.g. academic advisor) and provide evidence (transcripts; degree audit, etc.) prerequisites have been satisfied. An email from faculty or approved designee will be accepted in lieu of signature.
2. Request a permission number from faculty (signature to override prerequisites does not indicate permission to occupy a seat in the course; likewise, a permission number does not indicate prerequisites have been met). Only the faculty of record or designee may waive prerequisites.
3. Submit completed form and email approval to registrar@csusm.edu

Term: _____ 20__

Are you enrolling through Open University? Yes No

Last Name, First Name:		Major:	
Student ID:	Contact Phone:	CSUSM email: _____@cougars.csusm.edu	

Your signature authorizes the change to your class schedule. Should your plans change, you are responsible for dropping or withdrawing enrolled classes.

Signature: _____ **Date:** _____

Student completes this portion:		Required section for Faculty	Required section for Faculty / Designee / Advisor <small>Faculty or Designee's signature authorizes override of course co/prerequisite Advisor signature verifies prerequisite has been met or is currently in progress</small>	
Course you want to take		Permission Number <small>(ex. 831300)</small>	Faculty or Designee Printed Name/ Signature	Date
Class # <small>(ex. 42055)</small>	Course Title <small>(ex. SPAN 102)</small>			
			/	
			/	
			/	
			/	

Office Use only:
 Comments: _____

Processed By: _____ Date: _____

Updated – Effective April 2020. Office of the Registrar