

## **Department of Chemical Engineering Prerequisite Waivers**

### **Current Policy:**

The department will enforce the catalog prerequisites by asking the students to drop the course for which they do not have necessary prerequisites. In special circumstances, the faculty teaching the courses may give special permission for the student whom does not have necessary prerequisites.

### **Proposed Policy:**

The CHE Department will enforce the catalog prerequisites by using the Banner prerequisite checking feature to restrict course enrollment to students who have the required prerequisites. In special circumstances, the course instructor may consider giving enrollment permission to a student who does not have required prerequisites. In these cases, the following procedure is used.

- (1) The course instructor completes and submits an Approval of Prerequisite Waiver form, which includes documentation of a rationale for granting a waiver for any missing prerequisite course(s). A copy of relevant evidence such as certificates, resumes, or course syllabi from non-TTU courses should be included with the form as justification for the waiver
- (2) The Approval of Prerequisite Waiver is reviewed and approved, if appropriate, by the CHE department chair before a course registration permit will be issued.

In cases where not granting approval would be an extreme hardship for a student (e.g., delay graduation by more than one semester), the waiver may be considered when the following conditions are met.

- (1) The student has demonstrated, on the basis of past academic performance, that he or she is likely to complete the course successfully.
- (2) The student has signed a letter acknowledging lack of preparation for the course and committing to study additional hours to learn the needed prerequisite material.

In these cases, the student's signed letter would be submitted with the Approval of Prerequisite Waiver form for department chair approval.

All approval forms, documenting evidence, and student letters will be filed in the appropriate student folders in the departmental office.

**Department of Chemical Engineering  
Approval of Prerequisite Waiver for CHE Course**

Student Name: \_\_\_\_\_ T Number: \_\_\_\_\_

Semester: \_\_\_\_\_ CHE Course: \_\_\_\_\_ CRN #: \_\_\_\_\_

Lab Section: \_\_\_\_\_ CRN #: \_\_\_\_\_

Prerequisite Course(s) Not Satisfied	Reason why:
1.	
2.	
3.	

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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\_\_\_\_\_ Approved

\_\_\_\_\_ Denied: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

ChE Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**Office use only**

Permit issued on: \_\_\_\_\_ By: \_\_\_\_\_